DOE Contractors
Supplier Quality Information Group

Held April 23-26, 2001
New Orleans, LA
Hotel Monteleone

April 23, 2001 - Steering Committee Meeting

April 24, 2001 – General Meeting

April 25, 2001 - Steering Committee Meeting

April 26, 2001 – QAWG Meeting

List of Attachments

SQIG Secretary
Ronald B. Natali

Meeting was called to order 2 PM on April 23, 2001
Steve Stein, Chairperson did the introductions.
The purpose of this meeting today is to review the agenda and prepare for the general meeting on Tuesday April 24, 2001 (See appendix A).

Steve announced for those who may not of heard, Orville Paul, former SQIG Secretary passed away on Christmas day last year.

Joe Smith from NOVA would be doing a presentation sharing NOVA's experience with the ICPT (See appendix B).

Steve reviewed the latest letter from Richard Hopf in regards to the Procurement Revolution. This is Mr. Hopf's letter supporting all the activities that he works with, i.e. ICPT, SQIG, and CPC (see appendix C).

Steve shared the presentation that he will do in the general meeting for those who will be attending from the QAWG or the QSM SIG that might not know what SQIG is all about (See appendix D).

Adurey Cooper discussed the evaluated suppliers list that she was asked to put together. She will keep it up to date as SQIG members continue sending she the data. The list shows all suppliers where two or more SQIG members us the same supplier. This will be used to help establish joint audits of suppliers.

Steve reviewed EMCAP
- Shared Reports
- Checklist

ICPT
Steve reviewed the flow chart that was developed showing how SQIG interfaces with ICP as it develops a BOA
Steve has put a specific link on the SQIG web page to this flow chart.

Nora Armijo
Showed part of the presentation that she will be giving at the QAWG meeting.
She will be discussing the "Supply Chain Management."

Steve discussed the need to improve the SQIG Database. He is approximately 6 months behind in entering data. Discussed the ORNL attempt to update the database and thought that might be salvageable when SQIG gets funds to improve the database.
Steve talked about Ken Natali has again updated the SQIG Web Page and improved its look and usability. It was suggested that Ken Might be interested developing SQIG new database.

Larry Vaughn, QAWG chairperson, took a few moments and talked about the benefits of the SQIG coming under the umbrella of the QAWG. This would include funding to do the things SQIG needs to bring its database into the 21st century.

After Larry Vaughn left the SQIG Steering Committee discussed his proposal. It was accepted and approved that SQIG would come under the umbrella of the QAWG.

Meeting adjourned 4:15 PM on April 23, 2001.

Supplier Quality Information Group (SQIG)
General Membership Meeting
April 23, 2001

Print First and Last Name	Phone Number	E-Mail Address	Sign Name	Affiliation
GEORGE LICHTENAUER	(816) 997-4084	GLICHTENAUER@Kc.P.Com.	[signature]	HONEYWELL (KC)
Kent Colfee	(865) 574-8141	Kic.D.ocnl.gov	Kent D. Colfee	UT-Battelle
Lee McLemore	925-404-2791	lee.mclemore @oak.doe.gov	[signature]	DOE-OAK
Terry Cannon	865-574-4413	caf@y12.doe.gov	[signature]	BWXT Y-12
T. Nemeth	865. 574-9519	NEMETHTJR@ Y12.DOE.Gov	[signature]	BWXT Y-12
PATRICK MARMO	509-376-1383	patrick_m_marmo @rl.gov	[signature]	Fluor Hanford
Audrey COOPER	509-376-5720	audrey-7-ay-Cooper @rl.gov.	[signature]	Fluor Hanford
Noka Akniz	505-845-9855	mnarmij@ sandia.gov	[signature]	SNL
LARRY VAUGHAN	(202) 586-2523	larry.vaughan @md.doe.gov	[signature]	DOE/DP-45
Anita B. Leivo	806/477-3110	aleivo@pantex.com	Anita B. Leivo	DOE/AAO

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Supplier Quality Information Group (SQIG)
Steering Committee Meeting
April 23, 2001

Print First and Last Name	Phone Number	E-Mail Address	Sign Name	Affiliation
Ronald B. Natali	925-422-9105	natali1@llnl.gov	*(signature)*	LLNL
Steven Stein	631-344-5694	stein1@bnl.gov	*(signature)*	BNL
PAT MARS	702-295-0167	MARSPA@nv.doe.gov	*(signature)*	BN
Doris Taylor	865-481-8677	dtaylor@fwenc.com	*(signature)*	Foster Wheeler Environmental
Ken Gidlow	5047344916	Kenneth.Gidlow@spr.doe.gov	*(signature)*	Dyn McDermott
John Heckler	504-734-4495	John.Heckler@SPR.DOE.GOV	*(signature)*	DM
Lloyd J. Hinkle	(806) 477-6877	lhinkle@pantex.com	*(signature)*	BWXT Pantex
MANUEL Vigil	806-477-4678	TVigil@pantex.com	*(signature)*	BWXT Pantex
LYNN BARNES	816-997-4544	lbarnes@KCP.com	*(signature)*	Honeywell FM&T

Meeting was called to order 8 AM on April 24, 2001
Steve Stein, Chairperson did the introductions and reviewed the agenda for the day.

Steve presented an overview of SQIG (See appendix D).

Joe Smith from NOVA Fasteners did a presentation (See Appendix B) on their experiences with SQIG and the ICPT Process. NOVA is considered a small business. At the end of the presentation Steve presented Joe Smith with a certificate of appreciation for not only coming and doing the presentation but also for hosting the networking session later on in the evening from 5 – 11 PM.

Steve discussed the 10 points addressed in Mr. Hopf's memo (see appendix C):

1. Have you reduced purchasing cycle times by 40-60 percent?

    Sites have moved to E-Commerce.
    Use of the P-Card as a payment method.
    Develop the use of quality levels as a result the P-Card.

2. Have you lowered the administrative cost of purchasing system operations by 30-60 percent?

    Sites have moved to E-Commerce.
    Use of the P-Card as a payment method.
    Develop the use of quality levels as a result the P-Card.

3. Have you increased the levels of customer satisfaction with your purchasing system by 40-50 percent?

    Delivery is monitored by each individual site as one element of customer satisfaction.

4. Have you taken steps to ensure on-time delivery by your subcontractors and suppliers?

    Delivery is monitored by each individual site as one element of customer satisfaction.

5. Are your staff resources aligned with your improved productivity?

    Procurement Quality groups can use SQIG Shared Audits

6. Have you increased the share of your subcontracts awarded to small businesses by 20-30 percent?

   When the new database is up and running we will be able to sort by small business, women owned small business, small disadvantage business, etc.

7. Have you emphasized to your management team the importance you place on our joint efforts in the allocation of scarce resources such as travel funds and training?

   By using SQIG Shared audits this will save DOE Contractors time and money.

8. Have you subjected your processes to a formal process mapping and value-added analysis regimen? (i.e., Have you stopped blaming others for your inefficiencies and looked internally to find improvements?)

   SQIG will evaluate its current process as to how we determine the cost of the audits.

9. Have you reviewed the products of the Contractor Purchasing Council, and those other best practices which have been made available to determine applicability to your organizations, and directed that suitable changes get underway?

   SQIG and ICPT have developed a Flow chart as to how they work together to develop BOA's that will help reduce cost to DOE.

10. Have you participated in consortium buying to increase your purchasing leverage?

    Each SQIG representative needs to see if their respective sites are actually participating in consortium buying and if they are they should report the cost savings.

Steve wrapped up the discussion of Mr. Hop's 10 points with a discussion of the barrier survey SQIG did for him approximately 2 years ago. This survey showed there were no barriers to that would prevent a DOE Contractor using a SQIG shared audit.

Steve reviewed the current status with the EMCAP group

Steve reviewed the SQIG and ICPT flow chart (See appendix E).

Art Salazar from TRU Solutions presented the new ICPT BOA that will be in place to make Standard Waste Boxes (SWB) (See appendix K).
    When this is in place a Joint Audit of the proposed supplier will take place.

Nora Armijo did a presentation on the Procurement Briefing. This is a shortened version that she will give to the QAWG. She mainly covered the "Big P" and "Little p" in the supply chain management (See appendix F).

Elections are held every two years for SQIG officers and Steering Committee members. The Chairperson, Co-Chairperson, Secretary, Database Administrator, and Steering Committee members were all re-elected to another 2-year term. All ran unopposed.

Chairperson	Steve Stein, BNL
Co-Chairperson	Dave Torczon, RFETS
Secretary	Ronald B. Natali, LLNL
Database Administrator	Steve Stein, BNL
Directors	Ken Harrison, PNL
	Audrey Cooper, Flour Hanford
	Pat Mars, BN
	Tony Cannon, BWTX
Directors, Procurement	Pat Marmo, Flour Hanford
	Nora Armijo, SNL

Broke for Lunch

Larry Vaughn, Chairperson of the QAWG talked about the relationship of the QAWG and SQIG. Suggested that the QAWG take up the sponsorship of SQIG, which will include financial support. SQIG would still run as it has run in the past except that SQIG will need to have representation on the QAWG.

Old Business

Database update.
Steve presented what we are looking for in the new database (see appendix G). Nora Armijo explained what they were doing at Sandia to help develop the new database. Nora has some people who are well-trained in Microsoft Access who will be available in late June at which time she will try and get them working on the database.

SQIG Training Procedure
Pat Mars and Tony Cannon presented the New SQIG Training Procedure (see appendix H). Those already in SQIG will be grandfathered in and any new MOU signers will be trained in the new procedure.

Utilization Data
Ron Natali presented the utilization data from the last quarter of FY 2000 and the First quarter of FY 2001. The combined net cost savings is $106,239. With a combined shared audits of 64 and of the shared audits 39 were actually used by other DOE Contractors (See appendix I).

Joint Audit Procedure
Dave Torczon and Ron Natali have finalized the Joint Audit Procedure. This procedure is to be used when conducting either a member audit or a Joint Audit. This procedure will also require the creation of the Joint Audit committee and the compliance committee.

EPEA Award
SQIG has used this as their self-assessment of our program.

Evaluated Suppliers lists
Audrey Copper from Flour Hanford took on the task of taking all of the SQIG member's individual evaluated supplier's list and combine them into one list. The purpose of this list is to determine which suppliers are common among SQIG Members. The list totaled 697 suppliers, of the 697 only 95 were used by 2 or more SQIG members. This gives SQIG the base line to start developing joint audits among members.

Working Group Reports

Database Administrator
Steve Stein thanked Ken Natali for updating the SQIG home page. The SQIG Web page is looking professional with each update. Steve also mentioned a new feature that Ken added to the Web Page is a new online Supplier data entry form (See appendix L). This allows each DOE Contractor to submit Supplier and audit information directly to the Database Administrator for inclusion in the SQIG Database. Some members have used it already and found it very helpful and easy to use.

Standardization
Tony Vigil presented the new SQIG Management plan (See appendix J). He indicated that the plan requires 9 procedures be written and currently we have only 3. The steering committee will assign members to complete the other 6 required procedures.

Marketing and Membership
Steering committee members were assigned to other DOE Contractors to determine if the have submitted their utilization data and to see were they stand in using SQIG to help them reduce costs by using SQIG audit reports.

Ask the general membership to report out as to what is happening at their respective sites.

Next meeting to be held in November as part of the QSM-SIG, QAWG, and EFFCOG-PAAA meetings. The time frame for this meeting is November 26-30, 2001.

Meeting adjourned at 4:25 PM.

Supplier Quality Information Group (SQIG)
General Membership Meeting
April 24, 2001

Print First and Last Name	Phone Number	E-Mail Address	Sign Name	Affiliation
Ronald B. Natali	925-422-9105	natali1@llnl.gov	_Ronald B. Nat_	LLNL
Dave Tarcron	303 966 2063	dae.tarcron@rfets.gov	_(sig)_	RF
LYNN BARNES	816-997-4544	lbarnes@KCP.com	_Lynn Barnes_	Honeywell FM&T
Doris E. Taylor	865-481-8677	dtaylor@fwenc.com	_Doris E. Taylor_	Foster Wheeler Environmental Inc.
Lloyd Hinkle	806-477-6877	lhinkle@pantex.com	_Lloyd Hinkle_	BWXT Pantex
MANuel Vigil	806-477-4676	TVigil@pantex.com	_Manuel (sig)_	BWXT Pantex
Lisa Copeland	865-241-6069	copelandla@ornl.gov	_Lisa Copeland_	ORNL
Steven Stein	631-344-5694	stein@bnl.gov	_Steven Stein_	BNL
GEORGE LICHTENHAUER	816-997-4084	GLICHTENHAUER@KCP.com	_George Licht_	HONEYWELL (KC)
Ken Hanks	505-845-9948	kwhanks@sandia.gov	_Ken Hanks_	Sandia Labs

Supplier Quality Information Group (SQIG)
General Membership Meeting
April 24, 2001

Print First and Last Name	Phone Number	E-Mail Address	Sign Name	Affiliation
Ty Nemeth	865. 574. 9579	Nemesatur @ Y12. Doe. Gov	_(signature)_	BWXT Y12
Audrey Y. Cooper	509. 376-5720	Audrey-y-ay-Cooper@rl.gov	_(signature)_	FH
Roger Moerman	301-320-8956	RMOERMAN@SSD MANTECH.Com	_(signature)_	MANTECH
Avita Leivo	806- 477- 3110	aleivo@ pantex.com	_(signature)_	DOE/AAO
Byron Hunt	803-952-7331	Byron.Hunt @ SRS.GOV	_(signature)_	WSI-SRS
Rick Schapira	202-694-7016	ricks @dnfsb.gov	_(signature)_	DNFSB
Tony Cunnin	865-574-4413	cuf@y12.doe.g	_(signature)_	BWXT Y-12
Amy Ecclesine	505-667-3263	aecclesine@lanl.gov	_(signature)_	LANL
Art Salazar	(505)234-3289	salazar@wipp .carlsbad.nm.us	_(signature)_	WTS
Nora Armijo	505 845 9855	mn armij@ sandia.gov	_(signature)_	SNL

Supplier Quality Information Group (SQIG)
General Membership Meeting
April 24, 2001

Print First and Last Name	Phone Number	E-Mail Address	Sign Name	Affiliation
Roy H Lebel	631 344 6552			
Kent Calfee	865-574-8141	kic@ORNL.gov	Kent W. Calfee	ORNL UT-B
Harvey Canter	925-424-4125	canter1@llnl.gov	Harvey S. Canter	LLNL
John Heckler	504-734-4495	John.Heckler@SPR.DOE.GOV		DM
Kevin Murphy	208-526 6556	murphykm@Inel.Gov	Kevin Murphy	INEEL
Pat Marmo	509-376-1383	Patrick_M_Marmo@rl.gov	Pat Marmo	Fluor Hanford
Jose M. Legarreta	(505)234-3422	legarrj@wipp.carlsbad.nm.us	Jose M. Legarreta	(W)Tru Solutions
PAT MARS	702.295.0167	MARSPA@NV.Doe, gov	Pat Mars	BN
Joe Shuckrow	504 734 4550	joseph.shuckrow@spr.doe.gov	Joe Shuckrow	DynMcDermott
Judy Malsbury	609-243-2415	jmalsbur@pppl.gov	Judy Malsbury	PPPL
Chuck Moseley	865 241 6637	moseleych@y12.doe.gov	Chuck Moseley	BWXT Y?
KEITH RADEMACHER	509 373 3244	KWHRZ107@AOL.com	Keith Rademacher	FOSTER WHEELER ENV DOE-Richland
David Brown	509-376-9210	david_h_doe_brown@rl.gov	David Brown	DOE-Richland
BYRON HUNT	803-952-7331	BYRON.HUNT@SRS.GOV		WSS-SRS

Meeting was called to order 1 PM on April 25, 2001
Steve Stein, Chairperson announced that the next meeting will be November 26-29, 2001. The meeting will be by topics. Steve Stein and John Palmer will work out the details.

As a result of the SQIG Management Plan being issued there are a number of Procedures that still need to be written. The following assignments were made:

Pat Mars	Document and Records Procedure
Steve Stein	Management Assessment and Corrective Action
Dave Torczon	How to conduct SQIG meetings. This will include our quarterly meetings, conference calls, and working group meetings.
Ron Natali	Tracking Utilization Data Procedure

No EPEA application this year, SQIG steering committee felt we need to take some time and catch up to the review the data from the last two reviews.

Funding Issue
SQIG needs to develop a statement of work based on a phased-in-approach.
Audrey Cooper will take on this task.
Pat Marmo suggested that each site determine what their respective sites funding source is, i.e. DP, EM. He will pursue it at his site because the information will probably come from the same source.

Nora Armijo and Pat Marmo will take over the Marketing and Membership committee. They will also market SQIG General meetings to procurement personnel.

Dave Torczon will ask Larry Vaughn for a letter stating the QAWG sponsorship of SQIG and financial support.

Reviewed job assignment matrix

Meeting Adjourned 3 PM.

Supplier Quality Information Group
Steering Committee Action Item List
Revised April 25, 2001

Task	Responsible Individual	Resource Requirement	Time Frame	Action	Comments
Review EPEA feed back report for action items	Steve Stein Dave Torczon	EPEA Feedback Reports of 1999 and 2000.	June 29, 2001	Review for SQIG Action and against our strategic plan.	
Funding statement of Work Rough Draft	Audrey Cooper		June 29, 2001	Work with Dave Torczon to complete this task.	Dave Torczon is collecting all the respective sites funding sources.
Database content review	Steve Stein and Points of Contacts for each DOE Contractor	Existing SQIG Database	July 31, 2001	Print out each DOE Contractors input and fax it to them for verification.	
Terms and Definitions	Pat Mars	SQIG's current document's, i.e. SQIG charter.	Input from members to Pat Mars by October 13, 2000 and completed by October 31, 2000.	Review and update SQIG's Current Terms and Definitions list.	Complete
Management Plan	Tony Vigil	Current Draft of SQIG management Plan form Last March's SQIG Meeting	Completed by December 31, 2000	Get comments of draft Management Plant to Tony Vigil ASAP to be included for approval.	Complete
Develop New SQIG Procedure For Document Control and Records	Pat Mars	Develop New Procedure	June 29, 2001	Develop Document Control and records Procedure for SQIG Members.	
Develop a procedure for handling Utilization data.	Ron Natali	Develop new procedure	August 31, 2001	Develop a procedure on how one collects and reports Utilization data. This includes controlling the Forms developed by the Standardization Committee	
Develop New SQIG Procedure For Management Assessments	Steve Stein	Develop New Procedure	June 29, 2001	Develop Procedure on how SQIG will perform its own management assessments	

Supplier Quality Information Group
Steering Committee Action Item List
Revised April 25, 2001

Task	Responsible Individual	Resource Requirement	Time Frame	Action	Comments
Develop New SQIG Procedure For Corrective Actions	Steve Stein	Develop New Procedure	June 29, 2001	Develop Corrective Action Procedure for SQIG Members	
Update the Audit and Joint Audit procedure to reflect the same Terms for consistency.	Dave Torczon Ron Natali	SQIG Training Plan	July 31, 2001	Update approved procedure	
Develop Procedure for Running SQIG (Conducting Meetings, Developing Working Groups, Conference Calls)	Dave Torczon	New Procedure	July 31, 2001	Develop new procedure on how SQIG is to conduct its day-to-day business.	
Training Procedure	Tony Cannon Pat Mars	Develop new Procedure	Procedure was signed and approved at the April 2001 SQIG meeting.		Complete
Supplier Generated Documentation Survey	Dave Torczon	NQA-1 Requirements	August 31, 2001	Publish criteria and results of survey.	Data collected
Evaluated Supplier list	Audrey Copper	Develop a list of Joint Audits	August 31, 2001	Each contractor is to send Audrey a updated copy of their active evaluated suppliers.	
Biographical Sketches of SQIG Members	Dave Torczon		Dave Torczon will email format to SQIG Steering Committee members and POS's by August 31, 2001.	Members of SQIG will complete a BIO on themselves to be published and used for identifying members for possible audits or an advisor.	

Supplier Quality Information Group
Steering Committee Action Item List
Revised April 25, 2001

Task	Responsible Individual	Resource Requirement	Time Frame	Action	Comments
October 1999 meeting minutes	Audrey Copper, Pat Mars, Dave Torczon	Need accurate meeting minutes for the October meeting.	Ron will develop PDF file and send out by October 20, 2000 and comments back to Ron by November 15, 2000.	Decipher notes taken by the previous secretary.	Complete
ICPT/SQIG Flow-Chart.	Ron Natali	Defining the relationship between SQIG and ICPT	Comments from draft to Ron Natali by October 31, 2000. And final to Steve Stein by November 15, 2000.	Defining the relationship between SQIG and ICPT	Complete
Coordinate the Joint Audit with NOVA for Fasteners	Audrey Cooper	Joint SQIG Audit to reduce cost	Audit to be performed by March 2001.	Audrey Cooper's organization will act as Lead Auditor. Recommend that Audrey contact Lynne Dresser at LLNL who coordinates the ICPT NOVA contract for any additional information.	Complete
SQIG List Server Update	Dave Torczon	Validate the current list to verify current membership	Dave Torczon will send list to each DOE Contractor Point of Contact to validation. By October 31, 2000. Feed back to Dave by December 1, 2000 and final list to Steve Stein by January 31, 2001.	Dave will separate the list by DOE contractor and send to each contractor those listed for their site and they are to validate to see if they want to remain on the list.	Complete
Develop new Compliance Committee	Dave Torczon Ron Natali		Once the procedure is signed off then the steering committee will establish both the Joint Audit Committee and the Compliance Committee.		

Task	Responsible Individual	Resource Requirement	Time Frame	Action	Comments
SQIG Data Request and evaluation	Audrey Copper	Establish standardization for all SQIG Audits	Audrey Copper will develop two new forms. One from here existing data request form with comments from Dave Torczon and a form that members can use as to why a SQIG audit was helpful, not helpful, missing certain elements etc. This will be done by December 31, 2000.	Audrey Copper will develop two new forms. One from here existing data request form with comments from Dave Torczon and a form that members can use as to why a SQIG audit was helpful, not helpful, missing certain elements etc.	Complete
Utilization Data Reporting Change	Steve Stein	SQIG Charter	Complete by August 31, 2001	Change reporting to meet DOE fiscal year quarters.	Complete except the SQIG Web page.
Increase reporting of Utilization Data	Ron Natali	SQIG Charter	Complete by October 31, 2000	Break down the current list of DOE Contractors and assign them to members of the steering committee so they can call these individuals for the data. This will also act as a marketing function.	Complete
SQIG Steering Committee will conduct a market analysis of its members.	Ron Natali	EPEA	Completed by August 31, 2001	From the Steering Committee calling their assigned individuals they will determine if they are in a position to benefit from SQIG. Some DOE Contractors do not do audits.	
MOU signers submitting data	Ron Natali	SQIG Charter	Complete by October 31, 2000.	Compare 2nd Quarter of 2000 (calendar year) to see how many MOU signers are submitting utilization data.	Complete

Supplier Quality Information Group
Steering Committee Action Item List
Revised April 25, 2001

Task	Responsible Individual	Resource Requirement	Time Frame	Action	Comments
New Database	Steve Stein Ron Natali Nora Armijo	Existing data base	Possible prototype by September 30, 2001.	Ron will work with his son to develop of new database and develop a cost. Nora will check at the end of June what here people are doing.	
Letter from Larry Vaughn	Dave Torczon	Resuest fromn SQIG Steering committee	June 29, 2001	Dave will work with Larry to get a letter addressing taking over the sponsorship of SQIG and identifying funding of SQIG.	
Conference call	Steve Stein		May 31, 2001	Communicate with the steering committee where we are at on our assignments.	
Feed back form for our general meeting	Dave Torczon		August 31, 2001	Develop a feed back form that can be used as an evaluation form when we hold our meetings.	

Supplier Quality Information Group (SQIG)
Working Group Meeting
April 25, 2001

Print First and Last Name	Phone Number	E-Mail Address	Sign Name	Affiliation
Ronald B. Natali	925-422-9105	natali1@llnl.gov	*Ronald B. Natali*	LLNL
Audrey Y. Cooper	509-376-5720	audrey_y_cooper@rl.gov.	*Aly Cooper*	FH
Pat Marmo	509-376-1383	patrick_m_marmo@rl.giv	*Pat Marmo*	FH
Lloyd Hinkle	(806) 477-6877	lhinkle@pantex.com	*Lloyd Hinkle*	BWXT Pantex
Manuel Vigil	806-477-4678	mvigil@pntex.com	*Manuel Vigil*	BWXT Pantex
Dave Torczin	303 966 2063	dave.torczin@rfets.gov	*Dave*	KHRF
M Nora Armijo	505-845-9855	mnarmij@sandia.gov	*Nora Armijo*	SNL
Ty Nemeth	865-574-9519	NEMETHTUR@Y12.DOE.GOV	*Ty*	BWXT Y12
Pat Mars	702-295-0167	MARSPA@NV.DOE.GOV	*Pat Mars*	BN

STEVE STEIN.

List of Attachments

Appendix A	SQIG General Meeting Agenda
Appendix B	NOVA's Experience with ICPT
Appendix C	Richard Hopf's Memo
Appendix D	SQIG Overview
Appendix E	Flow Chart showing how ICPT and SQIG are integrated
Appendix F	Procurement Presentation
Appendix G	Database Presentation
Appendix H	Copy of the New SQIG Training Procedure
Appendix I	Utilization Information
Appendix J	Copy of the New SQIG Management Plan
Appendix K	WIPP SWB BOA's
Appendix L	New Supplier Data Entry Form

Appendix A
SQIG General Meeting Agenda

Supplier Quality Information Group (SQIG)
General Membership Meeting
Proposed Agenda
Tuesday, April 24, 2001

Hotel Monteleone, New Orleans, La. [Vieux Carre Room]

08:00 - 08:15 a.m.	Welcome
08:15 - 08:45 a.m.	General Meeting Introductions and Overview of SQIG
08:45 - 09:00 a.m.	Reading the Minutes of 10/00 meeting
09:00 - 09:30 a.m.	Joseph Smith, Nova Machine Products Corp—"Experience with SQIG and Integrated Contractor Purchasing Team (ICPT)"
09:30 - 10:00 a.m.	Open discussion – SQIG/Procurement response R. Hopf's memo, "The Procurement Revolution"
10:00 - 10:15 a.m.	Break/Networking
10:15 - 10:30 a.m.	Open discussion continued
10:45 - 11:00 a.m.	SQIG support of EM Consolidated Audit Program (EMCAP) and ICPT
11:00 - 11:30 a.m.	Little 'p" and Big "P" relating to Price-Anderson Amendments Act (PAAA)
11:30 - 11:45 p.m.	Elections
11:45 - 1:00 p.m.	Lunch
01:00 - 01:30 p.m.	Discussion on securing funding
01:30 - 02:15 p.m.	Old Business C Report out on SQIG Strategic Plan C Status of New Database C Training on SQIG Charter and Procedures C Utilization data (cost savings) C Energy Performance Excellence Award (EPEA) application
02:15 - 02:45 p.m.	Joint Audit procedure
02:45 - 03:00 p.m.	SQIG Evaluated Suppliers List (ESL) comparison
03:00 - 03:15 p.m.	Break/Networking
03:45 - 04:00 p.m.	Working Group activity reports
04:00 - 04:30 p.m.	Report outs from members on their site activities
04:30 - 05:00 p.m.	Open Discussion (Next meeting)
05:00 p.m.	Adjourn

Apr. 23 and 25, 2001 - Working Group Meetings [Pontalba Room]:
The working group team leaders identified below will establish agendas for these meetings. Please contact your team leader for more information.

Database Group - Working to improve the utility of the SQIG database, Steve Stein (631) 344-5694.
Analytical Laboratory Group - Establishing a common, coordinated approach to Analytical Laboratory/ Transportation, Storage and Disposal Facility evaluations, Ken Harrison (509) 372-4973.
Standardization - Improving standardization of supplier evaluation practices and other group activities among members, Tony Vigil (806) 477-4678.
Membership/Marketing/Communications Group - Working to increase the membership and market the SQIG concept, Ron Natali (925) 422-9105.
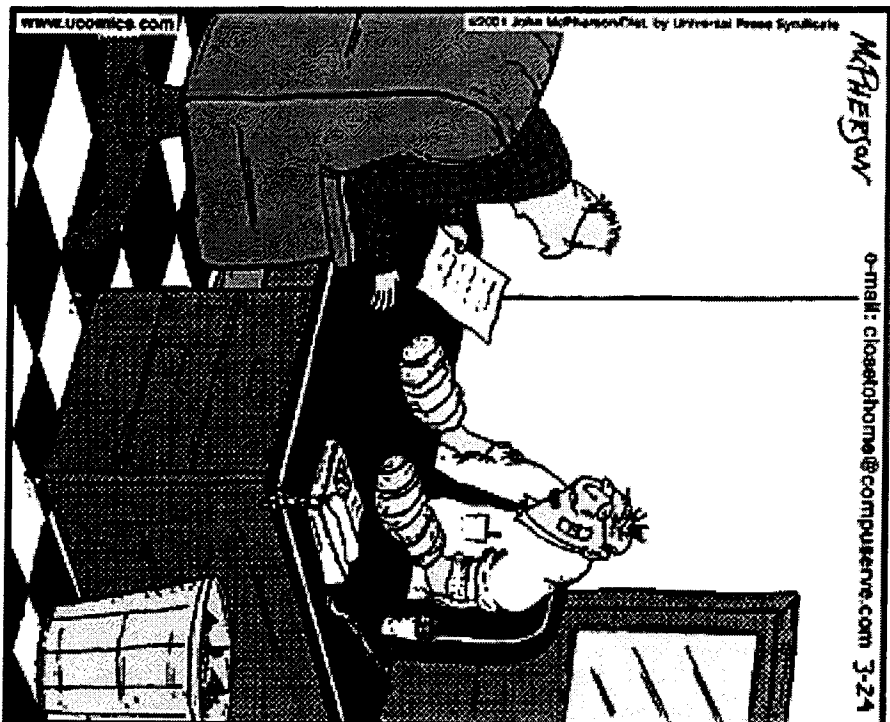
Apr. 23 and 25, 2001 - Steering Committee Meeting [Pontalba Room]:
April 23 – Prepare for meeting; meet with QSM-SIG and QAWG; funding issues. April 25 – Discuss General Meeting issues; prepare EPEA application. Please contact Steve Stein (631) 344-5694 for more information.

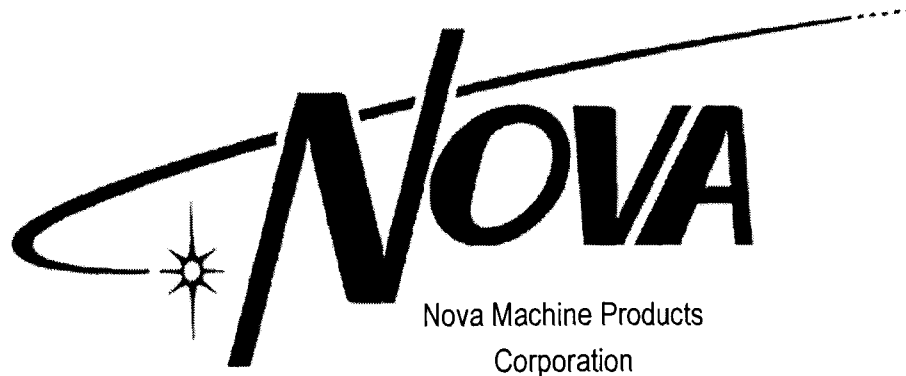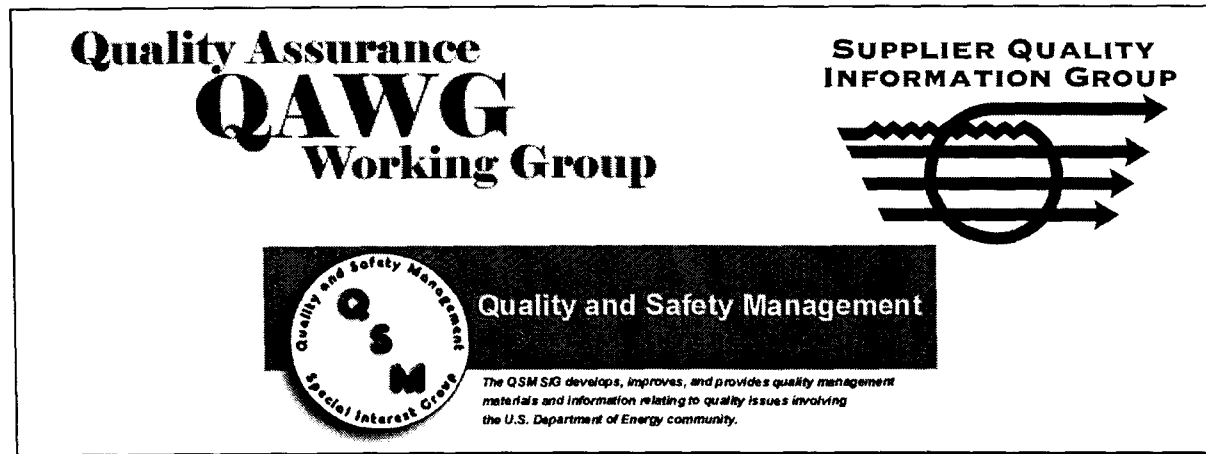"Thirteen years as a quality-control technician for International Barbed Wire Inc. Impressive! Tell me a bit more about that position and why you've decided to move on."
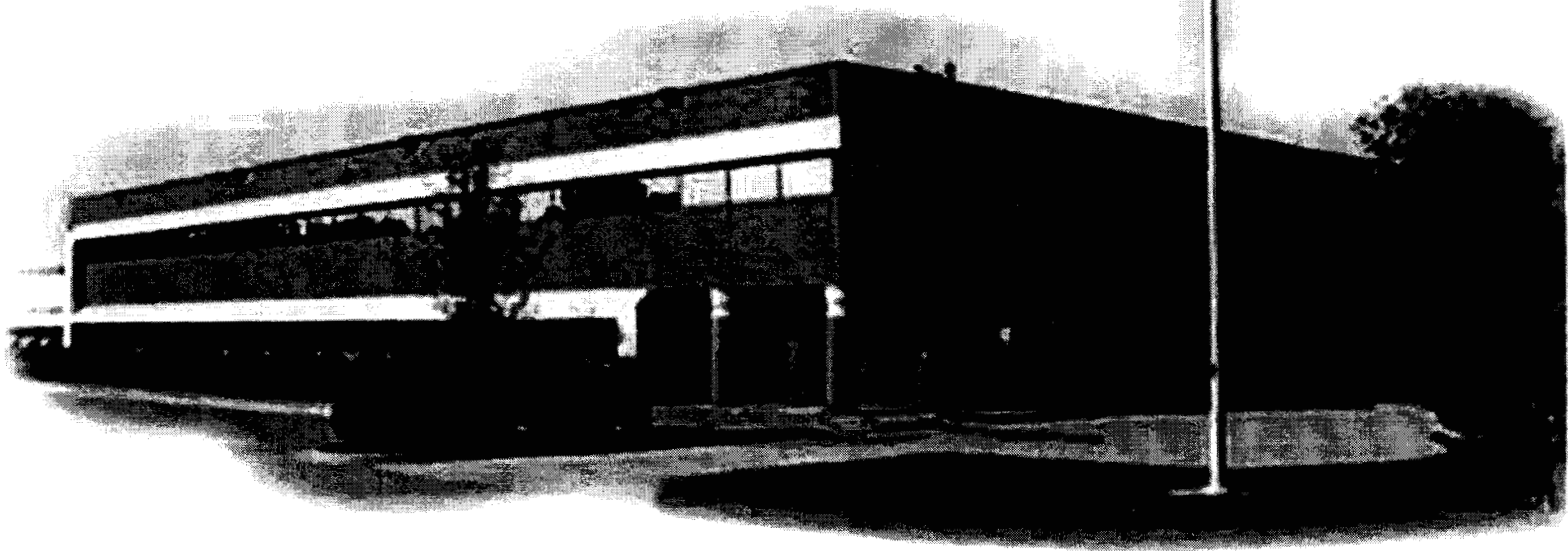
NOVA

Nova Machine Products
Corporation

Nova Services & Applications, Inc.

Presentation For

Quality Assurance
QAWG
Working Group

SUPPLIER QUALITY
INFORMATION GROUP

Quality and Safety Management

QSM
Quality and Safety Management
Special Interest Group

The QSM SIG develops, improves, and provides quality management
materials and information relating to quality issues involving
the U.S. Department of Energy community.

Joe Smith-Director DOE Business Development

Nova Machine Products Corporation
18001 Sheldon Road
Middleburg Heights, Ohio 44130
Phone: 216-267-3200
www.novamachine.com

Established in 1984, Nova is a manufacturer and distributor of fasteners, machined parts, fabricated items and MRO products to the nuclear industry and other industries requiring an assured level of service and quality.
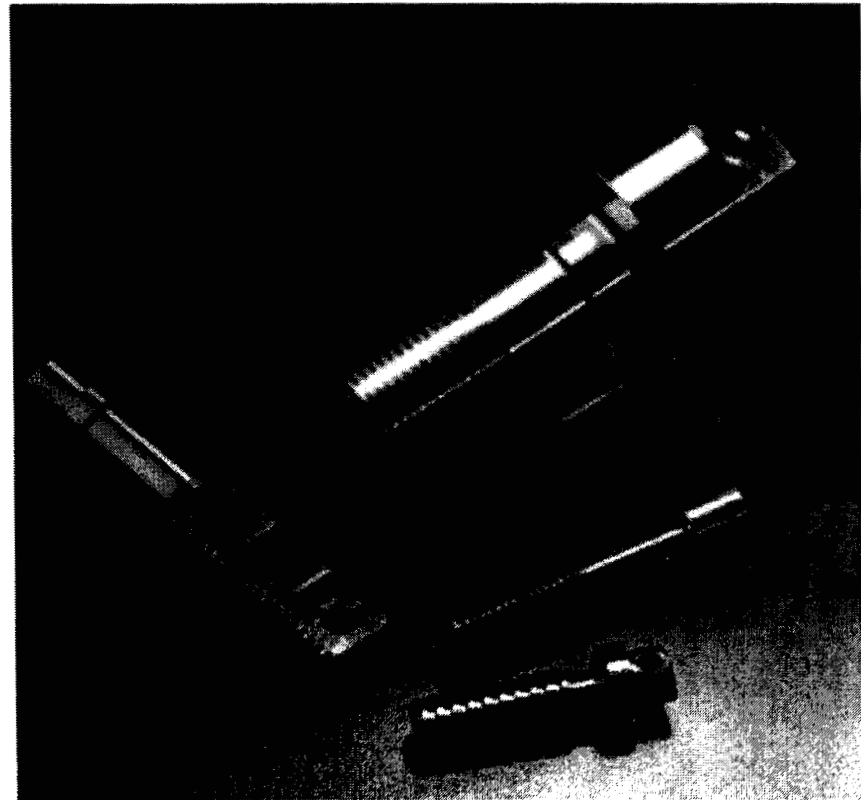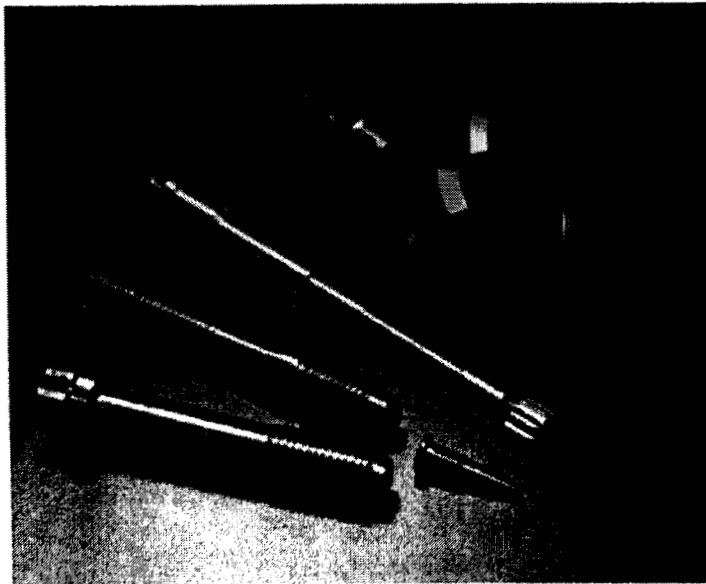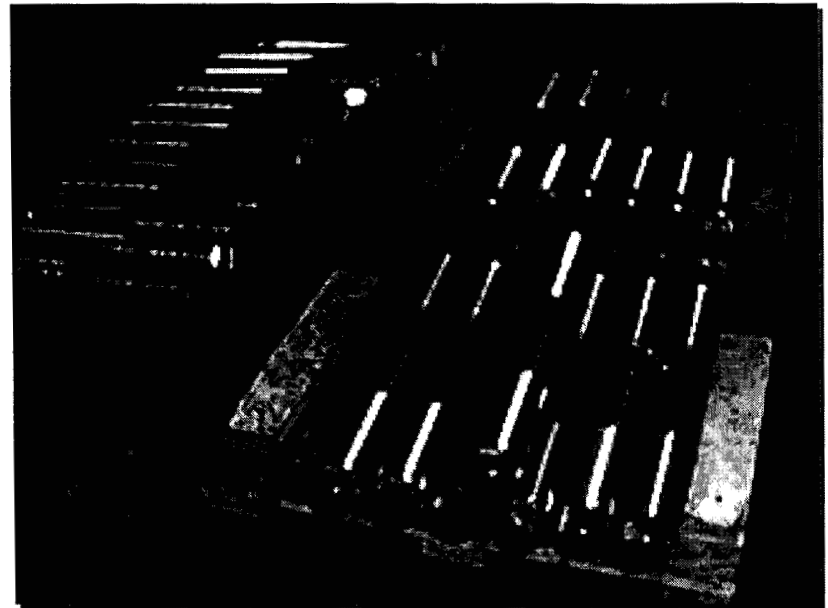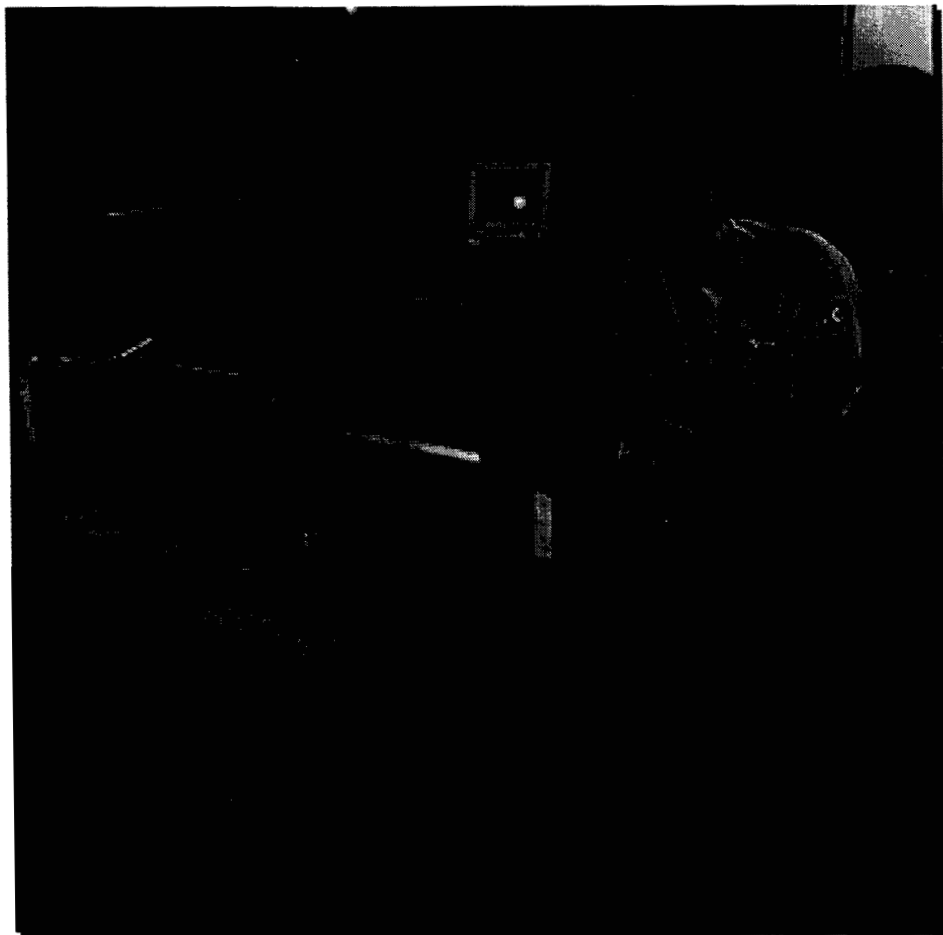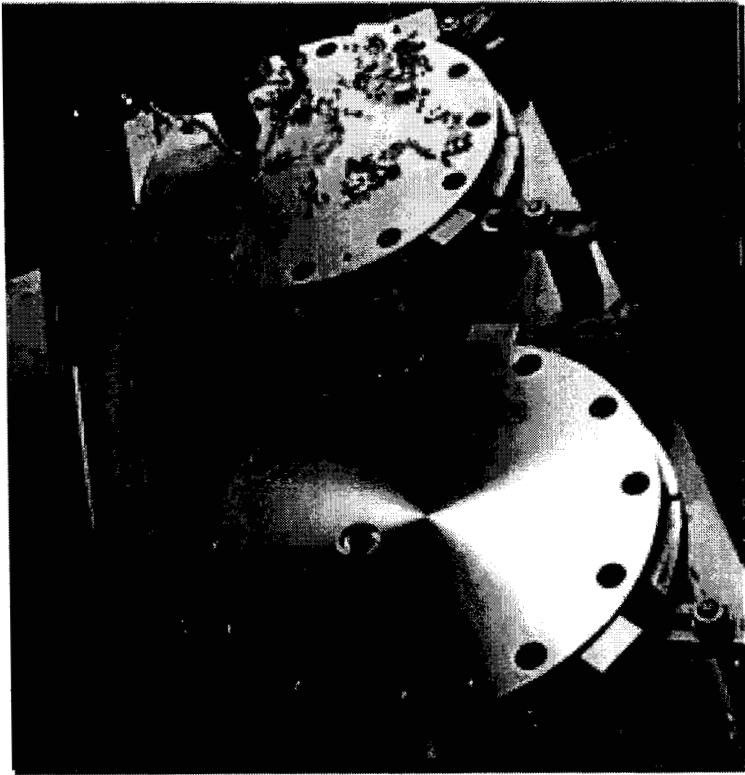
Nova Locations

Nova's in-house production capabilities include hot and cold forming, extensive CNC machining, thread rolling, and a diversified array of fabrication, conventional machining and processing capabilities.

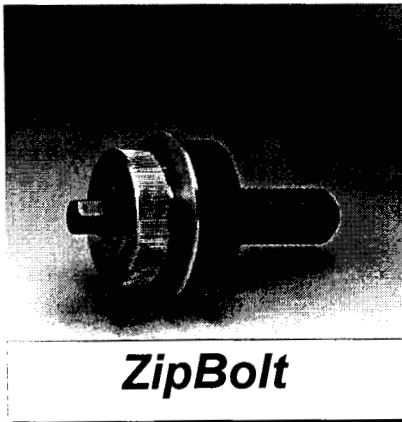Products manufactured include standard and specialty fasteners in any size or alloy...

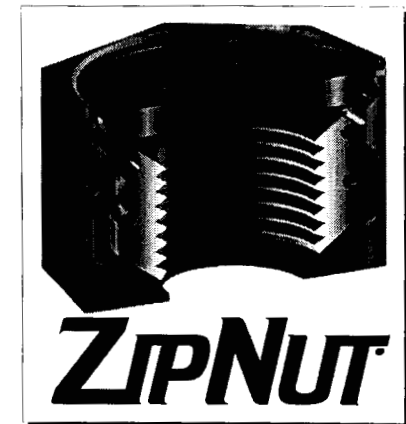..including many special OEM spare parts.

Nova also manufactures and supplies a wide array of precision machined parts, specialty steel forgings, plates, bars, shapes, fittings and innovative proprietary products.

ZipBolt

SUPERBOLT®

ZipNut

Nova has recently expanded its scope to included welding and fabrication as well. This includes ASME NCA4000 NPT certification. Capabilities include pressure vessel and structural applications.
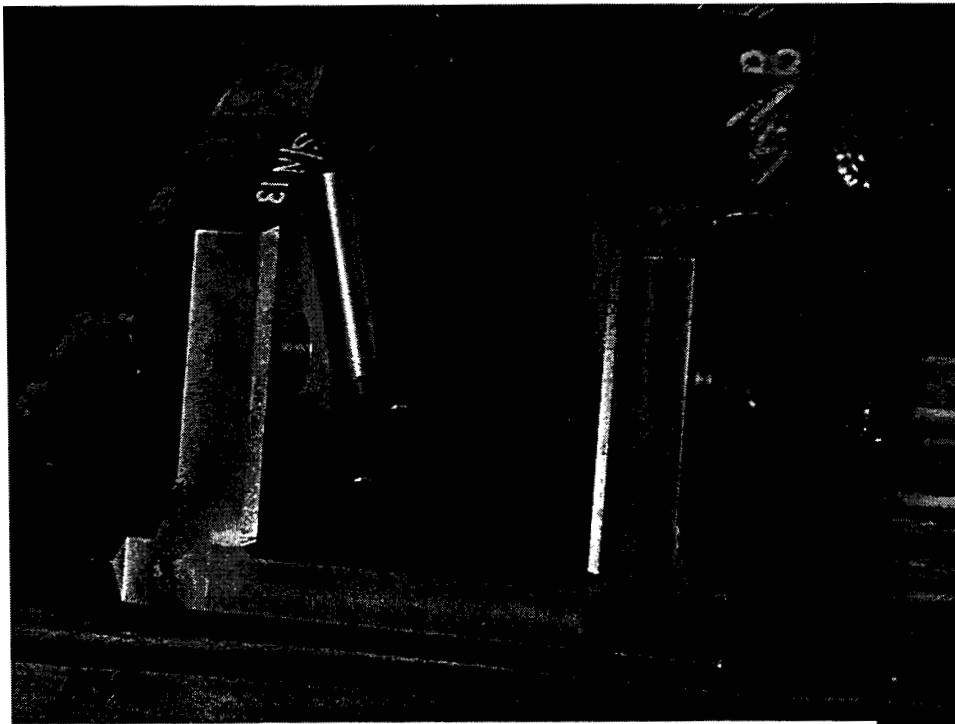
PWR Steam Generator Shoes
Indian Point Nuclear Station

UL Level 8 Bullet Proof Huts
Point Beach Nuclear Station

Nova also supplies a diverse line of quality commercial grade fasteners and MRO products. These products are available through a variety of methods all designed to drive down customer costs.
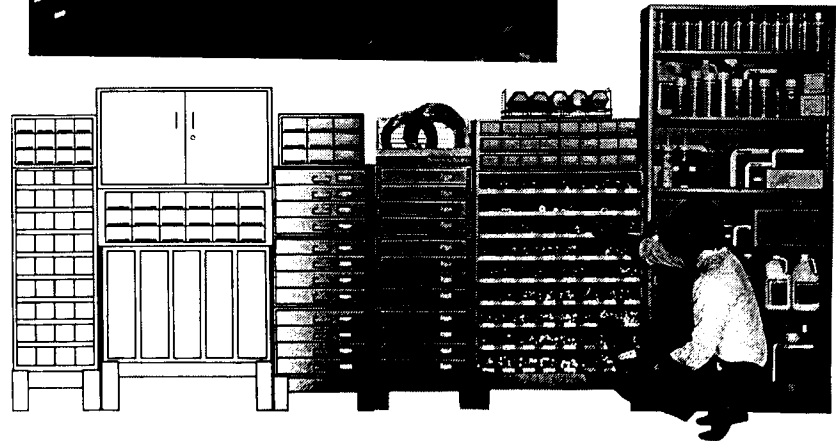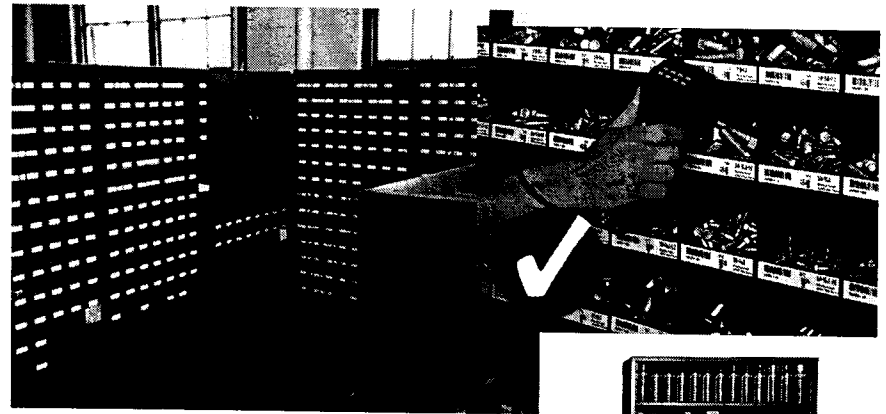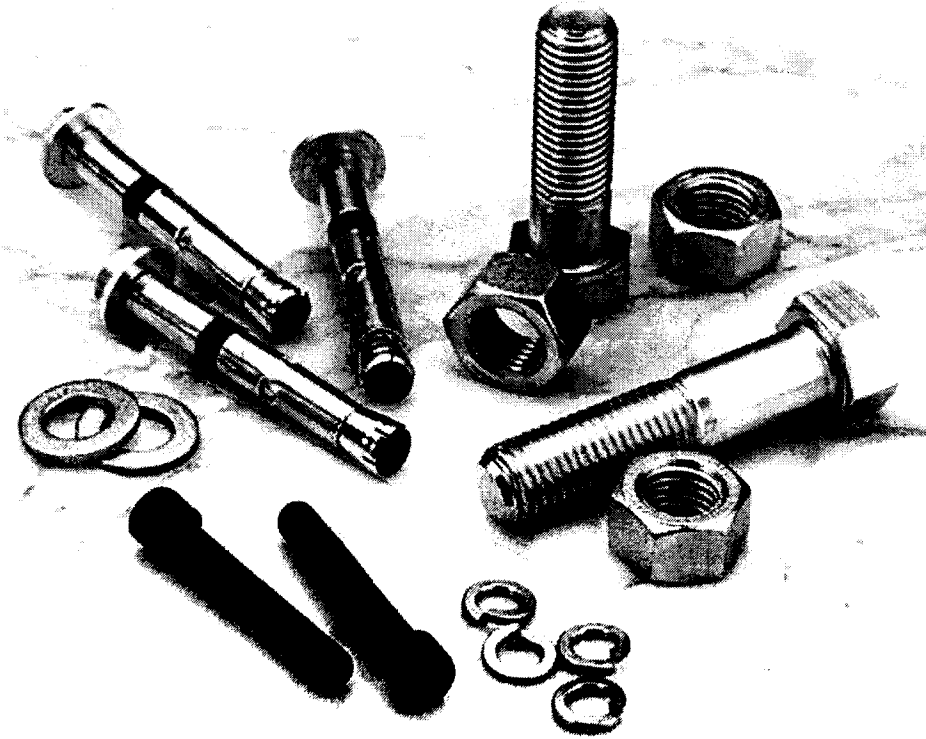
Inspection and Testing Capabilities

- Chemical Analysis
- Mechanical Testing
- Dimensional Inspection
- Impact Testing
- Non-Destructive Testing
  - Magnetic Particle
  - Liquid Penetrant
  - Ultrasonic
  - X-Ray
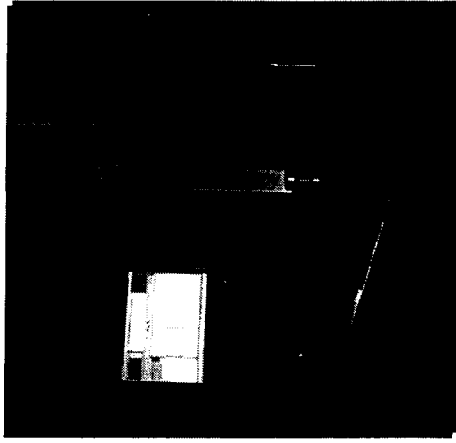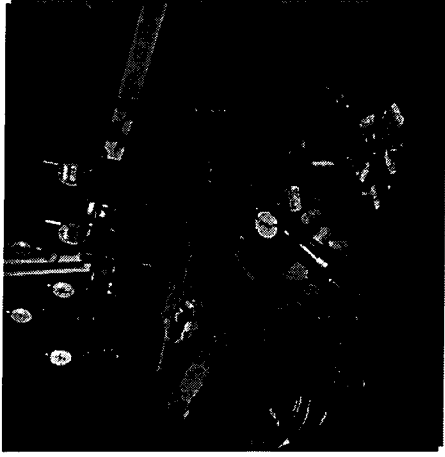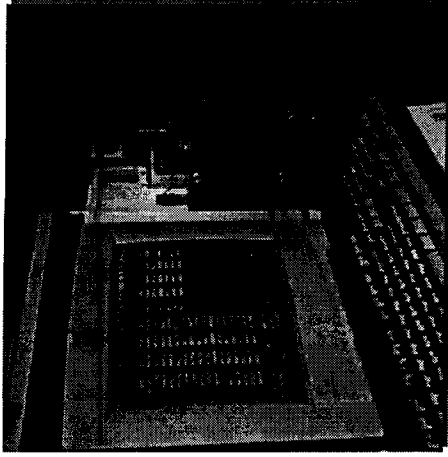
Commitment To Quality

- ASME NCA-4000 NPT/MO Certification N-3002
- ASME ISO-9001 Certification GQC-211
- 10CFR50 appendix B
- NQA 1
- Mil-45208
- NUPIC audited
- SQIG audited
- Z-299 (Canadian)
- NVLAP accredited laboratory (Cert # 2002002-0)
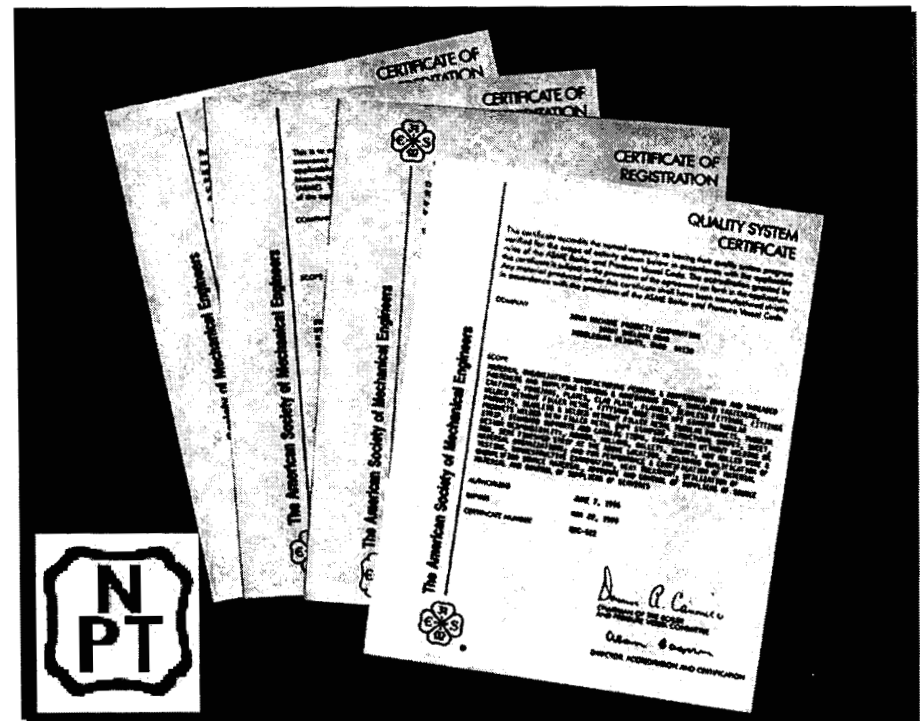
Nova is the largest supplier of safety related fasteners to the U.S. nuclear power industry, the U.S Department of Energy and is a major supplier throughout North America. Nova also supplies most OEM's and Contractors supporting these industries.

ppl

Ameren

PECO.
An Exelon Company

Detroit Edison

HANFORD
Environmental Excellence

Constellation
Energy Group

PSEG

W

AMERICAN
ELECTRIC
POWER
AEP
AEP-America's Energy Partner

DYNCORP

CP&L

FPL
GROUP

SRS
savannah river site

Nebraska Public
Power District
N

SOUTHERN
NUCLEAR

EDISON
INTERNATIONAL

uSA

Entergy

ENERGY
NORTHWEST

ComEd
An Exelon Company

Wisconsin Electric
A WISCONSIN ENERGY COMPANY
wE

OPPD

FirstEnergy

Con
Edison

Dominion
It all starts here.

TVA

PG&E
PG E

APS

NOVA
Certifiably the Leader

"Successful companies do not just *add* value, they *reinvent* it…

they are more than links on a value chain.

They are the centers of constellations of services, goods, and design."

Normann Rameriz

"From Value Chain to Value Constellation: Designing Interactive Strategy"

Nova Services & Applications, Inc.
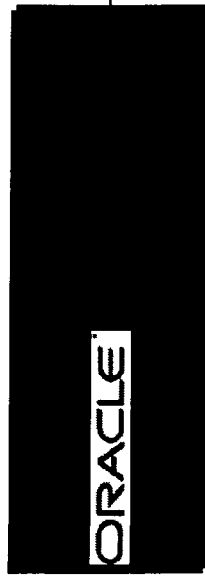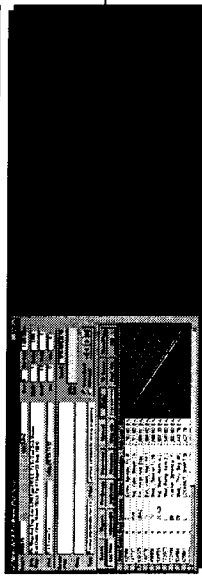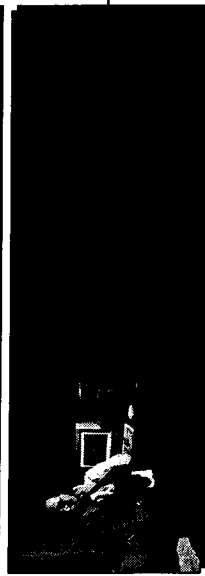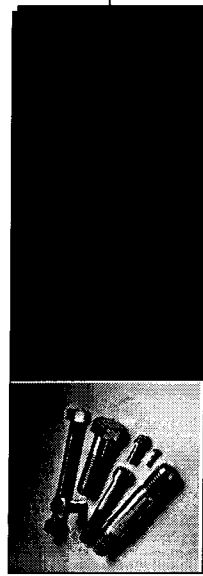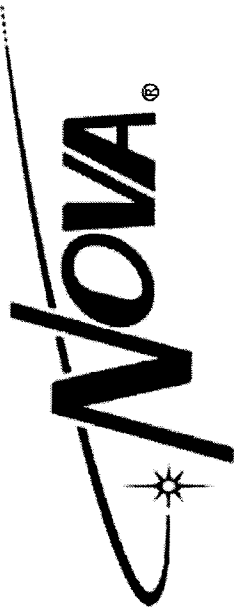
Supply Chain Solutions
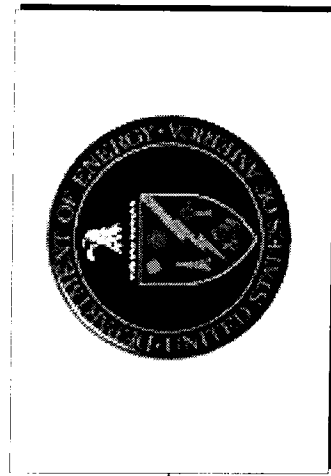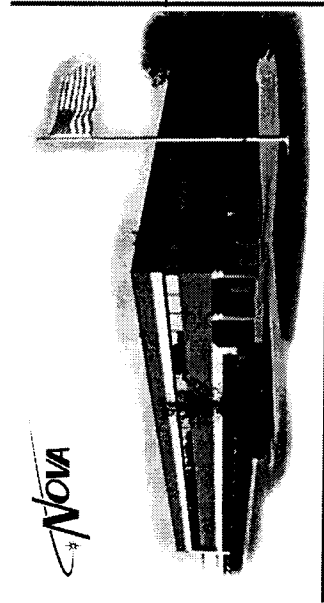
Supply Chain and E-Commerce Capabilities

- Comprehensive stocking and VMI vendor managed inventory programs
- Cutting edge e-commerce and ERP integration and collaboration capabilities
- Web based electronic catalogs
  - Nova in-house Oracle I-Store
  - Catalog available via third party exchanges- Ariba, Commerce One, etc.
- Integrated supply and turnkey product management programs
- Supplier Delegated Inspection (SDI) programs

NOVA®

IBM®

ORACLE®

Nova *I-Store*

Part Number	Length	Diameter	TPI

Keywords: [   ] (Search)

● ALL Catego
● Current Cat

(Help)

Welcome Guest

click here to Sign In.

Products

Welcome
Bolts
  Hex Bolts/Screws
  Other Bolts
Nuts
  Hex Machine Screw Nuts
  Hex Nuts
  Locknuts
  Other Nuts
Screws
  Socket Screws
  Set Screws
  Machine Screws
  Tapping Screws
  Other Screws
Washers
  Flat Washers
  Lock Washers
  Other Washers
Studs/Rods
  Continuous Thread Studs
  Continuous Thread Rod

Shopping Cart

No items

Hex Bolts/Screws

All Hex Bolts

Carbon/Alloy

A 193 Grade B7 Hex Head Screws

A 307 Grade A Hex Head Bolts

A 307 Grade B Hex Bolts

A 325 Type 1 Heavy Hex Structual Bolts

A 354 Grade BC Hex Head Bolts

A 354 Grade BD Hex Head Bolts

A 449 Type 1 Hex Head Screws

A 490 Type 1 Heavy Hex Structural Bolts
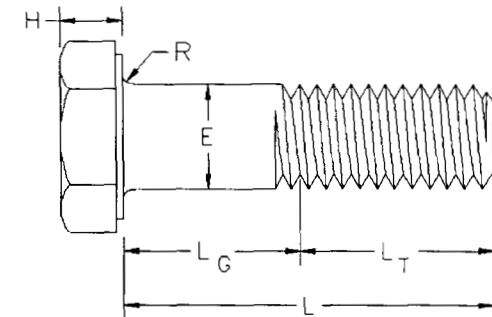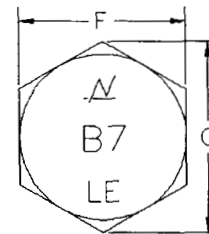
Supply Chain Services

Nova Services & Applications, Inc.

- Generic inventory identification
- Inventory standardization & consolidation programs
- Standardized procurement specifications
- Database, web, and application development
- Electronic catalog content development
- Inventory Imaging and Cataloging
- Product & standardization training
- Engineering augmentation
- Reverse engineering

Nova Services & Applications, Inc.

Nova Fastener Database

Stock#: 69731107 Carolina Power & Light (BP) Qa: Q Safety Relate Unit Cost: 1,395.01 EA
Utility Desc: STUD,CVR
QtyOH: 32 Invest: 44,640
Use/yr: 0.0 Use$: 0
Vendor: GENERAL ELECTRIC CO, VPN: 7010562, Min: 0 Max: 32
Generic Desc: SPECIAL DOUBLE END STUD FOR REVERSE ENGINEERING Code: DBES/B
Desc:
Notes:
Type: Reverse-engineerable non-std Status: Contir

Stock Items
Std. Items
Search...
Print...
List View

Fastener Identification

S: 69731107 QA: Q Safety Related STUD,CVR
Price: 1395.01 EA Qoh: 32 Inv: 44,640
Min: 0 Max 32 Use: 0 Use$: 0
Gen Loc: 2XX4C3 Vendor: GENERAL ELECTRIC CO,
Type: REV Mark: NONE SPECIAL DOUBLE END STUD FOR
Mag: Y Mch: Y Cat: B Size: D Prd: Y
Prd: DBES Mod: B Mat:

Nova Fastener Database

Repl.#: Nova1027 Qa: ASME III Unit Cost: 1.60 EA Min: 200 Max: 800
Generic Desc: HEAVY HEX NUT; A/SA 194 GRADE 2H; 1/2-13 Code: HVHN-GR2H-500C
Vendor: Nova Machine Products Status: Master standard inventory item VPN: HVHN-000556
Notes:

Consol Notes

Stock Items
Std. Items
Search...
Print
List View
Duplicates
Alternates
Web Abs
Replaces
Windows Off
Flip

Dimensions Material
Replacement Totals

MGR2H
PLAIN

Related Items Totals

Totals for Items Replaced by: Nova1027
Stock Codes: 21
Kit Components: 1
Gen Pieces: 1,754 Investment: 6,954.10
Use Pieces: 605.0 Use-Dollars: 1,894.97
Standardized Investment: 800.00
Standardized Use-Dollars: 968.00

Stock Code	Cmpny	Qa		UOI	QtyOH
73732604	CPL (BP)	Q	NUT,HX	EA	12
73737900	CPL (BP)	Q	NUT,HX	EA	45
73788218	CPL (BP)	Q	NUT,HX	EA	3
73908824	CPL (BP)	Q	NUT,HX	EA	47
73298242	CPL (BP)	Q	NUT,HX	EA	8
73629032	CPL (BP)	Q	NUT,HX		
73708497	CPL (BP)	Q	NUT,HX		
51409464	CPL (BP,HP)	Q	NUT,HX		
73298267	CPL (BP)	Q	NUT,HX,HV,1/2-1		
73583627	CPL (BP)	Q	NUT,GLAND, THE		

Item 9 of 22

Fastener Identification

S: 72641269 QA: N Non-safety BOLT,1,125X4.50DH
Price: 51.86 EA Qoh: 77 Inv: 3,993
Min: 2 Max 4 42 Use: 2,179
Rev Loc: BP281 Vendor: SIEMENS WESTINGHO
Type: GEN Mark: B7 HEAVY HEX SCREW
Mag: Y Mch: P Cat: B Size: D Prd: N A/SA 193 GRADE B7
Prd: HVHS 1-1/8-8 x 4-1/2"
Mat: B7

1.1079 - 1.1229
8.000
1.098 - 1.125
1.754 - 1.812
.658 - .718
4.500
2.500

Fastener Identification

S: 73403339 QA: N Non-safety NUT,GEN,TURBINE,BOLT,HRZ,3-1/2"
Price: 479.00 EA Qoh: 12 Inv: 5,748
Min: 2 Max 12 Use: 0 Use$: 0
Loc: 1W7F1 Vendor: WESTINGHOUSE ELECTRIC VPN: 43877
Type: REV Mark: NONE SPECIAL ROUND NUT FOR REVERSE ENGINEERING (D)
MATERIAL UNKNOWN
Mag: Y Mch: Y Cat: S Prd: S Prd: N
Prd: RNUT Mod: D Mat: M
Minor Diameter: 3.38
Thread Per Inch: 8

A B C
E F

"Nobody notices what I do *until* I don't do it!" Anonymous

SRF 1999 BOA0001

- PRICING
- STANDARDIZED ORDER PLACEMENT
- FREIGHT
- TERMS OF PAYMENT
- REDUCED SITE INVENTORY & CARRYING COSTS
- EXPEDITING FEES
- REVERSE ENGINEERING
- TRAINING
- VALUE ADDED SERVICES
- SITE SPECIFIC SPECIAL PROJECTS

"No! I can't be bothered to see any crazy salesmen... we've got a battle to fight!"
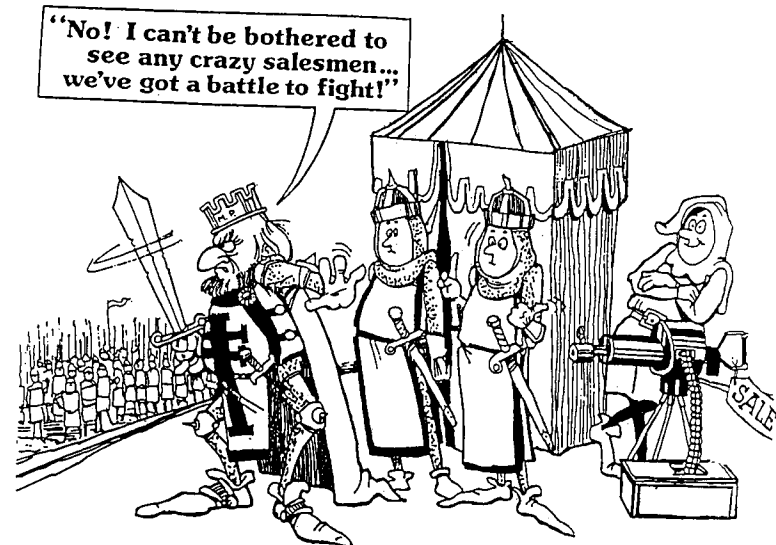
I want it on time and in the proper hands. I want it done correctly, accurately, exactly, precisely, perfectly, efficiently, reliably, expertly, proficiently, faithfully, totally, absolutely, unequivocally, unmitigatedly, maturely, flawlessly, supremely, unsurpassedly, and certainly without fault. I want it unharmed, unbotched, untainted and unscrewed-up. And most of all I want it done CHEAP!
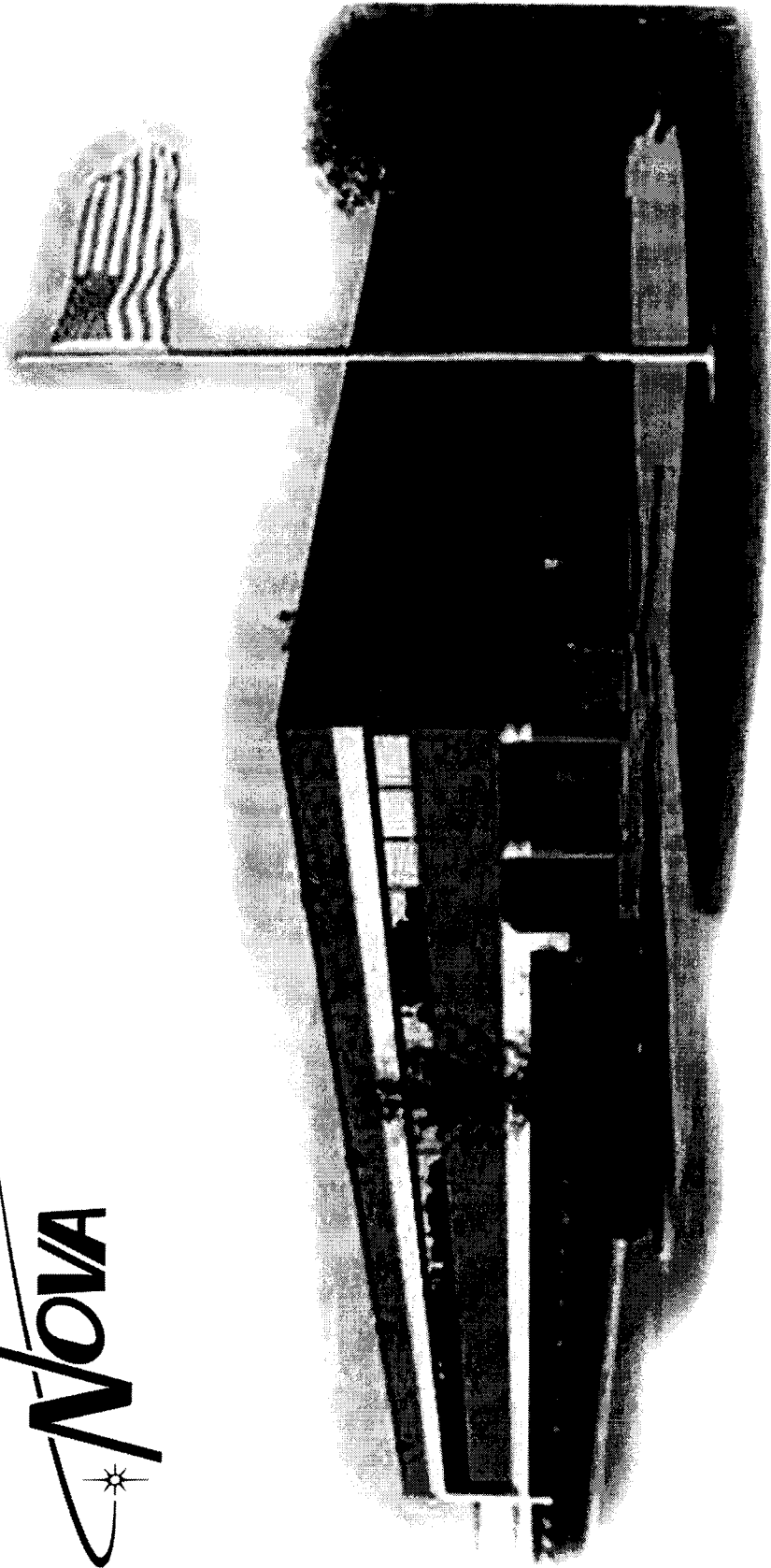
Thank You!

Appendix B

NOVA's Experience with ICPT

Department of Energy

Washington, DC 20585

FEB 15 2001

MEMORANDUM FOR: CHIEF EXECUTIVE OFFICERS
LABORATORY DIRECTORS
LABORATORY OPERATIONS BOARD MEMBERS

FROM: RICHARD H. HOPF, ACTING DIRECTOR
OFFICE OF MANAGEMENT AND
ADMINISTRATION

SUBJECT: THE PROCUREMENT REVOLUTION: INNOVATIONS IN
CONTRACTING BY DOE'S CONTRACTORS

Over the last five years, the Department of Energy (DOE) has dramatically changed the policies and processes by which it conducts its purchasing activities. Among the most significant for the Department's major facility managers was the elimination of the "Federal Norm", the redesign of the Department's expectations for contractor purchasing systems, extensive benchmarking and adoption of best commercial practices, and the application of performance measurement and management techniques. As a consequence of these changes, communications barriers have been broken down and procurement professionals across the complex have been sharing process reforms, lessons learned, and performance benchmarking results, as well as creating collaborative improvement efforts such as consortium purchasing.

Recently, the Contractor Purchasing Council (CPC), one of our partnering forums, provided me a report on the results of our efforts to revolutionize the way the DOE complex conducts its business operations. It is clear from this report that many organizations have aggressively pursued creating common sense business systems that are working better and costing less. I am impressed with the results of our efforts to improve our purchasing systems. We have created business functions that operate faster, at a lower overall cost, and provided recognized value-added service to our customers.

I want to thank those organizations that have unselfishly shared their best ideas and top-notch staff resources to bring about these successes. Your contributions to the CPC, the Integrated Contractor Purchasing Team (ICPT), the Procurement Evaluation and Reengineering Team (PERT), and the Supplier Quality Information Group (SQIG) are notably worthy of recommendation. Please keep up the good work.

I am somewhat concerned, however, that some organizations have not participated in these efforts as much as others. The question you need to ask is: "Is my organization continuously engaged in meaningful improvement?"

Printed with soy ink on recycled paper

More specifically, you should be asking yourself and your purchasing organization the following types of questions:

➢   Have you reduced purchasing cycle times by 40-60 percent?

➢   Have you lowered the administrative cost of purchasing system operations by 30-60 percent?

➢   Have you increased the levels of customer satisfaction with your purchasing system by 40-50 percent?

➢   Have you taken steps to ensure on-time delivery by your subcontractors and suppliers?

➢   Are your staff resources aligned with your improved productivity?

➢   Have you increased the share of your subcontracts awarded to small businesses by 20-30 percent?

➢   Have you emphasized to your management team the importance you place on our joint efforts in the allocation of scarce resources such as travel funds and training?

➢   Have you subjected your processes to a formal process mapping and value-added analysis regimen? (i.e., Have you stopped blaming others for your inefficiencies and looked internally to find improvements?)

➢   Have you reviewed the products of the Contractor Purchasing Council, and those other best practices which have been made available to determine applicability to your organizations, and directed that suitable changes get underway?

➢   Have you participated in consortium buying to increase your purchasing leverage?

If you have not yet asked these and other hard results-oriented questions and obtained positive responses, you may have missed opportunities to accomplish your mission faster and at a lower cost. These results are being achieved by some of your peers in the DOE complex, including Federal contracting activities!

Within the next few months, I will be asking the Heads of the Department's Contracting Activities to assess the status of your organization in redesigning your purchasing systems to better contribute to the Department's bottom line, i.e. better business deals, at lower overall costs with greater customer satisfaction.

I have attached a copy of the report that the CPC provided me. It is an excellent document. Please read it and use it to assist in your own efforts and those of your management team to help us attain our vision for the next five years - ' THE DEPARTMENT OF ENERGY, BOTH CONTRACTOR AND FEDERAL, WILL HAVE THE BEST MANAGED PROCUREMENT SYSTEM IN THE UNITED STATES.'

As always, allow me to express my appreciation for the dedication of your procurement professionals to the DOE mission. We have much to accomplish over the next few years and if I can be of any assistance to you, please feel free to call me at (202) 586-8010, or have a member of your staff contact Ed Lovett, Executive Director of the Contractor Purchasing Council, at (202) 586-8257.

Attachment

cc: Deputy Secretary
    Under Secretary
    Under Secretary NNSA
    Managers of Operations and Field Offices

Appendix C

Richard Hopf's Memo

Appendix D

SQIG Overview

DOE Contractors'
Supplier Quality Information Group (SQIG)
"Overview"

For:

SQIG General Meeting

New Orleans, LA

April 24, 2001

By:

Steven Stein

SQIG Chair

Brookhaven National Laboratory

Phone: (631) 344–5694

Email: stein1@bnl.gov

Supplier Quality Information Group

(SQIG)

SUPPLIER QUALITY
INFORMATION GROUP
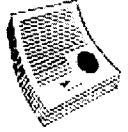
OUTLINE

- **SQIG Background**
- **SQIG Purpose**
- **SQIG Benefits**
- **SQIG Accomplishments**
- **SQIG Tools**

SQIG Background

- **SQIG formed in 1991**
- **Membership includes 26 DOE contractors**
- **Governed by a charter**
  - **Memorandum of understanding**
  - **Steering committee**
  - **Working Group**
  - **Procedures**

SQIG Purpose

- **Promote excellence in supplier quality**
- **Develop a common supplier database**
- **Promote supplier partnerships**
- **Reduce costs**
- **Minimize duplication**
- **Relieve suppliers of redundant evaluations**

SQIG Benefits

- **An average savings of $2500 per shared evaluation**
- **Enhances value of supplier quality resources at each facility (cost savings)**
- **Standardizes best practices and data exchange (consistency)**
- **Provides scheduling and coordination of supplier evaluation activities (capitalize on common needs)**
- **Establishes a network of procurement & quality professionals**

SQIG Accomplishments
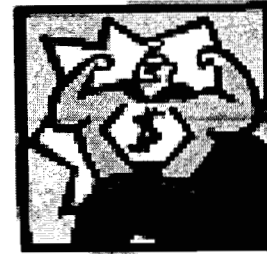
- **Overall program savings – $850,000**

- **326 evaluation reports shared**

- **Al Gore's Hammer Award (1998)**

Hammer Awards
National Partnership for Reinventing Government

- **DOE EPEA Commendation Award(1999,2000)**

Energy Performance Excellence Award

- **World Wide Web Website (http://www.lanl.gov/sqig)**

SQIG Tools

- **Supplier Evaluation Database**
  - Locate suppliers by:
    - Name
    - Product Code
  - Over 1500 suppliers
  - Database available on
    - Website
    - PC

Sample Screen from Web based database

**SUPPLIER QUALITY
INFORMATION GROUP**

MENU

Home
Supplier Evaluation Database
Tool Box
Related Sites
Utilization
Contacts & Getting Started
Suggestions / Concerns
Awards and Recognition

Winner of the 1998

Hammer Award

Adobe Acrobat is needed to view
PDF files

Get Acrobat Reader

Modified 3/6/01

5999-0000, Miscellaneous electrical and electronic components
6000-0000, Fiber optic components and devices
6110-0000, Electrical distribution and control equipment (incl.
motor controllers; switchgear; voltage regulators)
6120-0000, Transformers - distribution and power station (incl.
all transformers > 1kva)
6135-0000, Batteries, nonrechargeable
6140-0000, Batteries, rechargeable
6625-0000, Instruments, electrical and electronic properties
measuring (incl. electrical/electronic test equipment)
6635-0000, Physical properties testing equipment (incl.
hardness testers; x-ray machines)
6636-0000, Environmental chambers
6640-0000, Laboratory equipment and supplies
6655-0000, Geophysical instruments (inc. geodetic,
oceanographic and seismographic instruments)
6665-0000, Hazard detecting instruments and apparatus (incl.
radiac equipment; gas detecting equipment)
6670-0000, Scales and balances
6680-0000, Liquid/gas flow and motion measuring instruments
6685-0000, Pressure, temperature, and humidity measuring and
control instruments
6830-0000, Gasses - compressed and liquified (non-fuel)
7030-0000, Computer software
8100-0000, Containers, packaging, and packing supplies (incl.
drums; cans; barrels; boxes; cartons; gas cylinders; crates; liners;
specialized shipping containers)
9320-0000, Rubber fabrications (incl. rubber sheets; structural
rubber shapes; strips)
9330-0000, Plastic fabrications (incl. bars; rods; sheets; strips)
9340-0000, Glass fabrications
9390-0000, Miscellaneous fabrications, non-metallic materials

---

21st Century Containers, Ltd.
150 Selig Drive
Alanta, GA 30336
(800) 772-3745
Product Code 8100-0000
Polymer waste containers
Pre-award survey, Completed 06/09/1998, by Kaiser Hill
Rocky Flats
Evaluation standard: NQA-1- QA Programs for Nuclear Fac.
Certified lead auditor participated

Absolute Control Systems
5158 Parfet, Unit # C
Wheat Ridge, CO 80033
303-420-8622
Product Code 8100-0000
Glovebox Manufacturer
Audit, Completed 05/13/1999, by Mason & Hanger - Silas
Mason Co., Inc.
Evaluation standard: NQA-1- QA Programs for Nuclear Fac.
Certified lead auditor participated

American Technologies, Inc.
101 North Rutgers Ave.
Oak Ridge, TN 37830
(423)481-4844
Product Code 8100-0000
Audit, Completed 06/12/1998, by Lockheed Martin Energy
Systems
Evaluation standard: NQA-1- QA Programs for Nuclear Fac.
Certified lead auditor participated

SQIG Tools (continued)

- **Supplier Evaluation Database (continued)**
  - Covers a wide range of goods/services, such as
    - Environmental Analytical Laboratories
    - A&E services
    - Waste containers
    - TSDF (Treatment Storage Disposal Facilities)
    - Calibration services

SQIG Tools (continued)

- **Standardized Procedures**
  - **Checklists**
  - **Evaluation Reports**
  - **Assessor Qualifications**
- **Listserv**

Appendix E

Flow Chart showing how ICPT and SQIG are integrated

```
┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ ICPT Surveys │   │ ICPT Selects │   │ ICPT Develops│   │Form ICPT/SQIG│   │ The Team     │   │The Team      │   │The Team      │
│ DOE Complex  │──▶│ the top item │──▶│ statement of │──▶│    Team      │──▶│ Develops QA  │──▶│Develops      │──▶│Develops and  │
│ for potential│   │ or service   │   │ work         │   │              │   │and Technical │   │Potential     │   │issues RFQ    │
│ Items or     │   │              │   │              │   │              │   │Requirements  │   │supplier      │   │based on QA   │
│ Services     │   │              │   │              │   │              │   │by surveying  │   │list, e.g.    │   │and technical │
│              │   │              │   │              │   │              │   │DOE Contractors│  │SQIG Database │   │requirements  │
└──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘
```

NO

```
┌──────────────┐        ◇◇◇◇◇◇◇◇◇◇        ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ ICPT         │   YES ◇ Does supplier◇   │SQIG preforms │   │ The Team     │   │ The Team     │
│ establishes  │◀──────◇ pass QA and  ◇◀──│a jont        │◀──│ Selects the  │◀──│ Evaluates    │
│ Agreement    │       ◇ Technical    ◇   │assessment    │   │ best supplier│   │ the various  │
│              │       ◇ Assessment?  ◇   │based on QA   │   │              │   │ proposals    │
└──────────────┘        ◇◇◇◇◇◇◇◇◇◇        │and Technical │   └──────────────┘   └──────────────┘
                                          │requirements  │
                                          └──────────────┘
```

```
┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ ICPT markets │   │DOE Contractors│  │Each DOE      │   │ICPT Monitors │
│ new agreement│   │accept the QA │   │Contractor    │   │Performance of│
│              │◀──│and technical │──▶│monitors the  │──▶│new agreement │
│              │   │assessment    │   │performance of│   │Semi-annuallly│
│              │   │performed by  │   │their use of  │   │by surveying  │
│              │   │the SQIG Joint│   │the ICPT      │   │DOE Contractors│
│              │   │audit team and│   │Agreement and │   │              │
│              │   │the ICPT      │   │issues NCRs or│   │              │
│              │   │agreement     │   │CARs as       │   │              │
└──────────────┘   └──────────────┘   │required      │   └──────────────┘
                          │           └──────────────┘
                          ▼
                   ┌──────────────┐
                   │Report cost   │
                   │savings to    │
                   │SQIG Sterring │
                   │committee when│
                   │accepting     │
                   │assessment    │
                   └──────────────┘
```

ICPT and SQIG
Process
Interface

```
                   ┌──────────────┐        ◇◇◇◇◇◇◇◇◇◇
                   │Report progress│   YES ◇ Is         ◇
                   │to Mr. Hopf   │◀──────◇ performance ◇
                   │              │       ◇ acceptable? ◇
                   └──────────────┘        ◇◇◇◇◇◇◇◇◇◇
                          ▲                     │
                         YES                    NO
                          │                     ▼
                   ◇◇◇◇◇◇◇◇◇◇            ┌──────────────┐
   ┌──────────────┐◇ Has         ◇        │ICPT issue    │
   │ Terminate    │◇ performance ◇        │Notice of     │
   │ ICPT         │◀─ NO ─◇ inproved?  ◇◀──│Non-Compliance│
   │ Agreement    │       ◇            ◇   │to Contactor  │
   └──────────────┘        ◇◇◇◇◇◇◇◇◇◇    │and meets to  │
                                          │review        │
                                          │performance   │
                                          └──────────────┘
```

Appendix F

Procurement Presentation

Procurement Briefing

Quality Assurance

Working Group

SPRING 2001

J. Brian Bidwell, *BWXT Pantex*

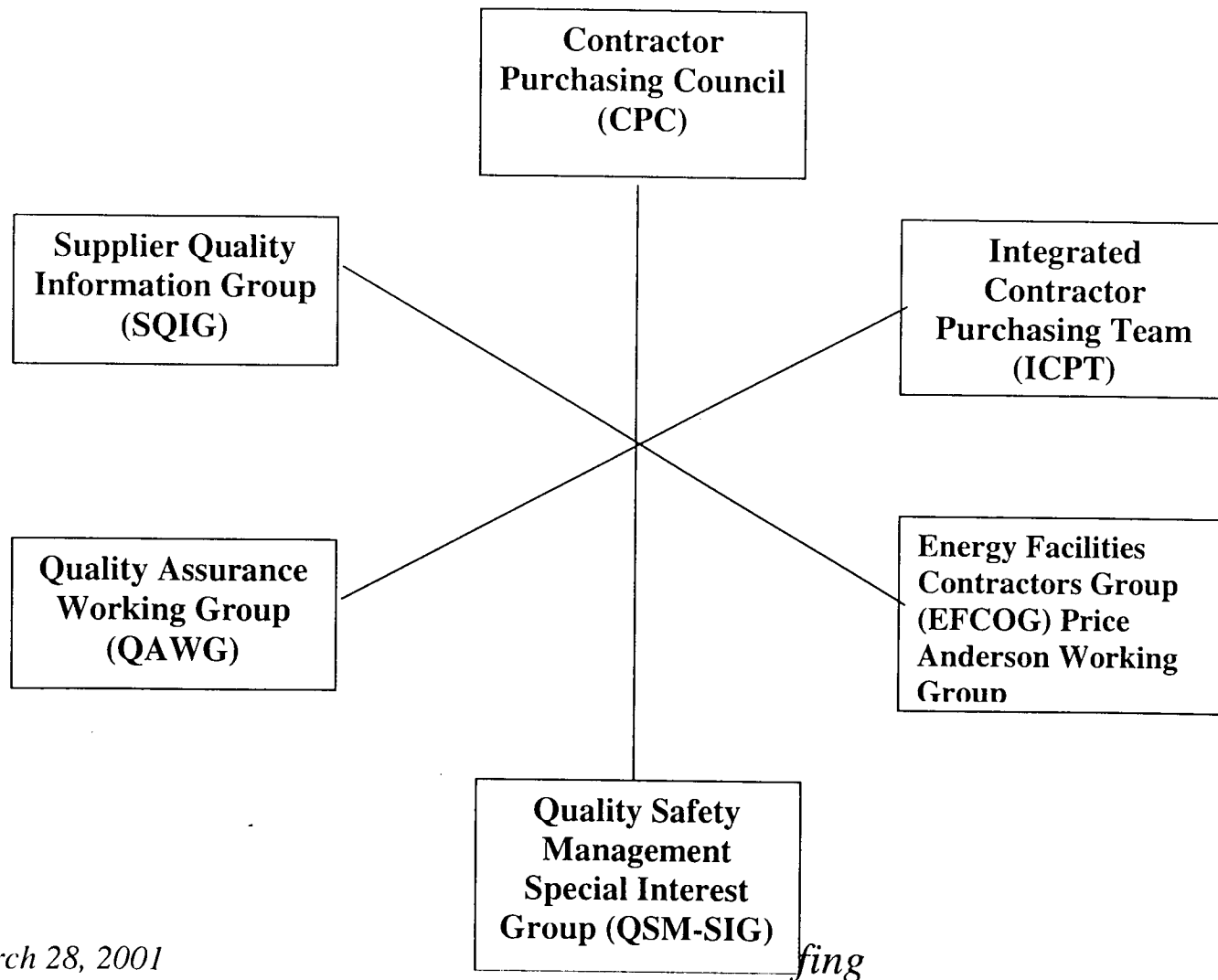Nora Armijo, *Sandia National Laboratories*

Agenda

- Updates
- Procurement Objective
- Brief Overview of Procurement System
- "Procurement" vs "procurement"
- PAAA Issues
- Path Forward
- Where Can We Help?

Updates

- CPC Objectives
  - 101 Training
  - Communication/Landscape Document
  - Best Practices
  - Feedback

- January Meeting

- EFCOG PAWG Meeting

- QAWG Briefing

Landscape Document

Contractor
Purchasing Council
(CPC)

Supplier Quality
Information Group
(SQIG)

Integrated
Contractor
Purchasing Team
(ICPT)

Quality Assurance
Working Group
(QAWG)

Energy Facilities
Contractors Group
(EFCOG) Price
Anderson Working
Group

Quality Safety
Management
Special Interest
Group (QSM-SIG)

March 28, 2001

fing

Slide 4

Objective

- Ensure suppliers and subcontractors perform safely and provide goods and services that meet quality, technical and other contractual requirements

Initiate information exchange
Achieve improved understanding
Establish working relationships and communications
Work together to identify problems, issues and solutions

Procurement System

- Basis for Contractor Procurement Systems
  - Department of Energy Acquisition Regulation (DEAR) which implements and supplements the Federal Acquisition Regulation (FAR)

- Incorporates elements of 10 CFR 830 Subpart A, Criterion 7 - Performance/Procurement

Criterion 7
Performance/Procurement

- Procure items and services that meet established requirements and performance *as specified*.

- Evaluate and select prospective suppliers on the basis of *specified* criteria.

- Establish and implement processes to ensure that approved suppliers continue to provide acceptable items and services.

Definitions

- "Acquisition (or Procurement)"

  - Acquisition begins at the point when needs are established and includes the description of requirements to satisfy needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling needs by contract.

Definitions (continued)

- "Contracting Office Responsibilities"

  – Contracting offices are responsible for

    - Receiving from the activity responsible for technical requirements any specifications for inspection, testing and other contract quality requirements essential to ensure the integrity of the supplies or services (the activity responsible for technical requirements is responsible for prescribing contract quality requirements, such as inspection and testing requirements or, for service contracts, a quality assurance surveillance plan);

    - Including in solicitations and contracts the appropriate requirements for the contractor's control of quality for the supplies or services to be acquired.

The procurement process

Determination of Need	**Initiating the Procurement**	**Acquisition and Award**	**Post-Award Administration**

Determination of Need
- Forecasting
- Acquisition Planning
- Design

Initiating the Procurement
- Purchase Request
- Cost Estimate
- Obtain Funding
- Prepare Specifications and/or Statement of Work
- *Product Quality and Performance Requirements*
- *Inspection & Acceptance Criteria*
- Classification/Declassification
- Technical Approvals
- Affirmative Procurements
- *Quality Level Determination*

Acquisition and Award
- Sourcing Considerations
- Selection Factors
- Method of Procurement
- Solicit Offers
- Proposal Evaluation
- Discussions/Negotiation
- Selection for Award
- Award Execution

Post-Award Administration
- Performance Monitoring
- Receiving
- *Inspection & Acceptance*
- Subcontract Administration
- STR Oversight
- Changes/Modifications
- Payment
- Closeout/Termination
- Claims
- Assessment/Feedback

***Note: Bold Represents Areas
Of Historic Weakness*

PAAA Issues

- ## Pitfalls/Historical Problem Areas

  – Incorrect and/or conflicting specifications

  – Design requirements not correctly translated into specifications

  – Incorrect Quality Level determinations (QA requirements)

  – *Failure to evaluate and approve suppliers (QA system)*

  – *Purchase order not flowing down the specific receipt inspection requirements identified on the purchase request*

  – Inadequate and incomplete documentation associated with receipt inspection

  – Failure to ensure material complied with performance requirements

---

**Note: Italicized Represents Weakness with Criterion 7 - Performance/Procurement*

PAAA Issues

- ## Pitfalls/Historical Problem Areas (continued)

  - Failure to perform required receipt inspections

  - Acceptance and/or use of material prior to inspection

  - Improper identification and control of material

  - Inappropriate storage of procured items per procurement specifications

  - Changes to design work did not incorporate applicable requirements and design bases

  - Failure to review impact of design change to criticality safety analysis prior to acceptance

Note: Italicized Represents Weakness with Criterion 7 - Performance/Procurement

Path Forward

- Proper identification of issue(s)
- Root Cause Analysis
- Propose recommended solution(s)
- Training/Awareness
  - General
  - Procurement Specific

Where Can We Help?

Appendix G

Database Presentation

Supplier Quality Information Group (SQIG)

Supplier Evaluation Database Project

The Integration of Dissimilar Operating Systems and

Database Technologies in the Design and Development of

an Internet Data Access Project

Supplier Quality Information Group

(SQIG)

SUPPLIER QUALITY
INFORMATION GROUP
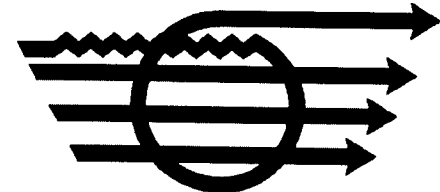
Supplier Quality Information Group (SQIG)

Current Database

•Using a stand-alone, personal computer based database application.

Generates static web based files of the data.

•Data comes from e-mail, web form, snail mail, hard copy, or faxes.

•Administration-intensive, and the data can be months old.

•System problems include a lack of data integrity.

Supplier Quality Information Group

(SQIG)

SUPPLIER QUALITY
INFORMATION GROUP
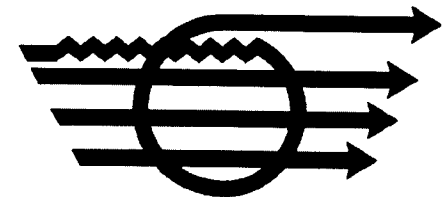
Supplier Quality Information Group (SQIG)

New Database

• Information gathering & distribution system which will overcome the stated deficiencies, provide up to date, accurate information.

• Desired features of such a system include.

- Use of existing wide area networking infrastructure, i.e., the Internet

- Easy access to information using available Web Browser technology, e.g., Netscape, Internet Explorer, etc., and no additional application software.

- Adequate security to prevent data corruption or unauthorized data entry.

- Read access to SQIG members as well as the general Internet community.

SUPPLIER QUALITY
INFORMATION GROUP

Supplier Quality Information Group
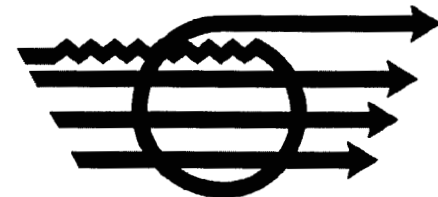
(SQIG)

Supplier Quality Information Group (SQIG)

Specific System Requirements

•World Wide Web data retrieval implementation using dynamically generated Hypertext Markup Language (HTML) pages

•HTML forms to gather specific search criteria

•HTML forms to gather data concerning completed and scheduled evaluation and contact information

•Validation of inputted data prior to acceptance into the database

•Online help

•Printable user manual

Supplier Quality Information Group

(SQIG)

SUPPLIER QUALITY
INFORMATION GROUP

Supplier Quality Information Group (SQIG)

Specific System Requirements - cont'd

- Search capability by supplier name and by standardized product code, i.e.
    - within a specified time period
    - within a certain geographic area
- Contact information regarding the SQIG member contractors
- Web presentation featuring consistency, simplicity, and usefulness of data
- Population of the database from the existing data source
- Maintaining (bug fixes) for 2 years
- Optional upgrades for 1, 2, or 3 years

Supplier Quality Information Group

(SQIG)

SUPPLIER QUALITY
INFORMATION GROUP
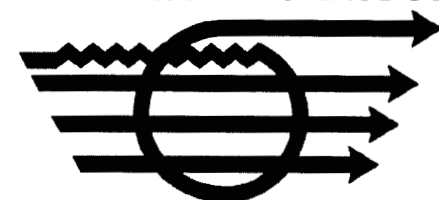
Supplier Quality Information Group (SQIG)

Implementation

•Developer to complete a prototype

•Develop test plan & execute

•Report any problems

•Developer to correct problems

•Retest

•Release for production

(The above is documented and managed by a "Strategic Goal Implementation Plan")

Supplier Quality Information Group

(SQIG)

SUPPLIER QUALITY INFORMATION GROUP

Appendix H

Copy of the New SQIG Training Procedure

SUPPLIER QUALITY INFORMATION GROUP
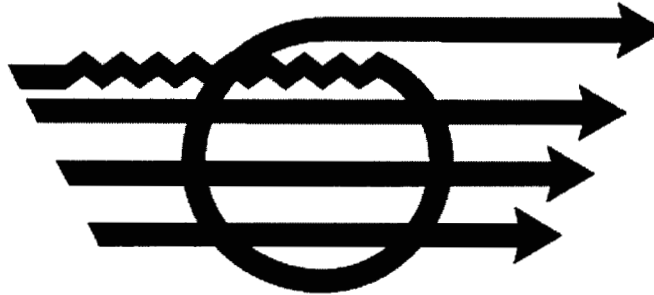
SQIG ORGANIZATION

Title: **QUALIFICATION AND CERTIFICATION OF ASSESSMENT PERSONNEL**	**Page 1 of 10**
Number: **SQIG-001**	Revision Number: **0**

Document Control Information

ATTENTION

The attached document was obtained from the SQIG *Website* and may be used to perform work.

The controlled copy of this document resides on the *SQIG Website*. The copy printed from the Internet is not controlled. Users of documents printed from the Internet are personally responsible for ensuring that the most current version is used to perform work. Do not retain the printed copy to perform future work without first verifying that it is the most current version. The most current version is on the Internet.

The record copy of this document is filed with the SQIG Document Control Coordinator

Responsible Organization: **SQIG Steering Committee**

Signature Approval:

_____   _____

SQIG Chair   Date

1.0   PURPOSE

1.1   The purpose of this procedure is to describe the requirements for the process of qualification and certification of personnel performing assessments/evaluations for SQIG.

2.0   SCOPE

2.1   The requirements of this procedure are applicable to all personnel performing supplier assessments/evaluations for SQIG.

3.0   RESPONSIBILITIES

3.1   The following entities have responsibilities in this procedure:

- **Certifying Officials**
- **Lead Assessors (LAs)**

4.0   PROCEDURE

4.1   GENERAL REQUIREMENTS

4.1.1   The **LA** shall identify the qualifications and experience required by technical specialists and assessors and selects them based on criteria needed to successfully conduct an assessment.

4.1.2   The **LA** shall define the scope of the assessment, identify any required reading, and provide training to the assessment team, as necessary.

4.2   ASSESSMENT TEAM MEMBERS

4.2.1   Assessment personnel, other than the LA, do not require formal training or certification. These include technical specialists and assessors. They are selected by the LA as necessary to provide technical/quality expertise to support the assessment scope.

4.3 LA QUALIFICATIONS AND CERTIFICATION

4.3.1   **LA** shall:

4.3.1.1   Participate in the formal training course developed by each DOE contractor's organization for LAs, and successfully complete an examination to demonstrate comprehension of the course materials with a minimum score of 75 percent, or present objective evidence of certification under a DOE-recognized Qualification and Certification Assessor Program. Such training shall meet the requirements of NQA-1 or acceptable equivalent.

NOTE: Each site is required to qualify their Lead Auditors; only SQIG will maintain a copy of the site-specific training, along with the required reading to support SQIG.

4.3.1.2   Complete the SQIG Required Reading List (see Appendix A [Typical]).

4.3.1.3   Demonstrate effective communication skills, both written and oral. These skills shall be attested to and recorded by the Certifying Official.

4.3.1.4   Have verifiable objective evidence that a minimum of 10 credits have been accumulated under the scoring system identified below.

4.3.1.4.1   Education (4 Credits Maximum)

- An associate degree from an accredited institution scores 1 credit. If the credit is in engineering, physical sciences, mathematics, or QA, it scores 2 credits.

- A bachelor's degree from an accredited institution scores 2 credits. If the degree is in engineering, physical sciences, mathematics, or QA, it scores 3 credits. In addition, score one more credit for a master's degree (or higher) in engineering, physical sciences, business management, or QA from an accredited institution.

4.3.1.4.2   Workplace Experience (9 Credits Maximum)

- The prospective lead auditor shall have participated in a minimum of five QA audits or equivalent verifications (such as management assessments, pre-award surveys, or comprehensive surveillance, as long as the parameters of the audit process are met) within a period of time not to exceed three years prior to the date of qualification.

- One audit of which shall be applicable to the DOE 414.1A/10 CFR 830.120 criteria within the year prior to qualification. In addition, for technical experience in such areas as scientific investigation, site characterization, nuclear waste management, production, transportation, engineering, manufacturing, construction, operation, maintenance, or experience applicable to the auditing organization's area of responsibility, score 1 credit for each full year, with a maximum of 5 credits for this aspect of experience.

  a. If two years of this experience have been in a nuclear field, score 1 additional credit; or
  b. If two years of this experience have been in QA, score 2 additional credits; or
  c. If two years of this experience have been in auditing or assessment, score 3 additional credits; or

    d. If two years of this experience have been in nuclear-related QA, score 3 additional credits; or

    e. If two years of this experience have been in nuclear-related QA auditing or assessment, score 4 additional credits.

4.3.1.4.3   Professional Competency (2 Credits Maximum)

For certification in engineering, science, or QA specialties, issued and approved by a state agency or national professional or technical society, score 2 credits.

4.3.1.4.4   Rights of Management (2 Credits Maximum)

When determined appropriate, the Certifying Official may grant up to 2 credits for other performance factors applicable to auditing that are not explicitly called out, such as leadership, sound judgement, maturity, analytical ability, tenacity, past performance, and completed QA training course.

4.4   DOCUMENTATION OF QUALIFICATION OR CERTIFICATION

4.4.1   Qualification of assessors by the LA.

4.4.1.1   For technical specialists and assessors, the **LA** shall document their qualifications in the assessment file.

4.4.2   Certification of LA(s) by the Certifying Official.

4.4.2.1   Document the aforementioned requirements by completing the applicable Qualification Records, the SQIG Required Reading List and, if applicable, the Annual Recertification Evaluation (see Appendices A, B, and C).

4.4.2.2   Maintain the record copy of the Qualification Records and supporting documents in the Certifying Official's organizational files.

4.4.2.3   The certifying official shall issue a certificate documenting the completion of certification (see Appendix D).

4.5   MAINTENANCE OF CERTIFICATION FOR LA

4.5.1   LAs shall maintain their proficiency through one of the following: regular and active participation in the assessment process; the documented review and study of codes, standards, procedures, instructions, and other documents related to the assessment process; and participation in applicable training programs.

4.5.2   Prior to the annual evaluation due date, the **Certifying Official** shall review objective evidence of proficiency maintenance.

4.5.2.1   Based on an annual evaluation, the **Certifying Official** may recertify, require retraining, or require qualification. This evaluation shall be documented   (see Appendix C).

4.6   RECERTIFICATION

4.6.1   LAs who fail to maintain their proficiency shall require recertification at the discretion of the Certifying Official. Recertification shall include retraining in accordance with paragraph 4.3.1.1 of this procedure as applicable and successful participation as a LA in at least one assessment.

5.0   TRAINING

5.1   See Lead Assessor Training Program for each DOE contractors.

6.0   FORMS

6.1   Lead Assessor Statement of Qualification/Certification

6.2   Record of Assessment Participation

7.0   RECORDS MANAGEMENT

7.1   This procedure generates the following records:

Lead Assessor Statement of Qualification/Certification

Record of Assessment Participation

8.0   REFERENCES

8.1   U.S. DOE Order 0 414.1A, "Quality Assurance."

8.2   10 CFR 830.120, "Quality Assurance."

8.3   NQA-1-1994, "Quality Assurance Requirements for Nuclear Facility Applications

ORGANIZATION PROCEDURE

Title: QUALIFICATION AND CERTIFICATION OF ASSESSMENT PERSONNEL	Page 6 of 10
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9.0 DEFINITIONS

9.1 **Assessment/Audit/Evaluation**. A documented activity performed in accordance with the written procedures or checklists to verify by investigation, examination, and evaluation of objective evidence, the adequacy of and compliance with established procedures, instructions, drawings, and other applicable documents; also, verify the effectiveness of implementation. This should not be confused with surveillance of inspection activities performed for the sole purpose of process control or product acceptance.

9.2 **Assessor**. Any individual in the organization who performs any portion of an assessment includes Lead Auditors, technical specialists, and others, such as management representatives and auditors in training.

9.3 **Certifying Official**. The individual in the SQIG organization responsible for certifying LAs.

9.4 **Independent Assessment**. An assessment performed by a qualified individual or team that is not affiliated with the organization directly performing the work.

9.5 **Lead Assessor (LA)**. A person certified as a LA who is responsible for organizing, directing, and coordinating the conduct of an assessment; reporting findings and observations; issuing the assessment report; and evaluating the adequacy of responses.

9.6 **Relevant Workplace Experience**. Documented workplace experience that gives the practical knowledge of a field that is necessary to effectively assess systems in that field and that has been verified as part of employment screening.

9.7 **Technical Specialist**. An individual subject matter expert (SME), and/or technical representative who is assigned to support the assessment team to evaluate the technical accuracy and appropriateness of a particular area or function.

10.0 APPENDICES

10.1 Appendix A: Assessment Personnel Reading Requirements Table [Typical].

10.2 Appendix B: Statement of Qualification and Certification.

10.3 Appendix C: Summary of Assessment Participation.

ORGANIZATION PROCEDURE

Title: **QUALIFICATION AND CERTIFICATION OF ASSESSMENT PERSONNEL**	**Page 7 of 10**
Number: **SQIG-001**	Revision Number: **0**

10.4   Appendix C: SQIG Lead Auditor Certificate

APPENDIX A
Assessment Personnel Reading Requirements Table [Typical]

Page 1 of 1

ASSESSMENT PERSONNEL
REQUIRED READING LIST

Name: _____ Title: _____ Employee No:

Position _____
_____
        (circle one)

	Initial/Date		LA A		TS/SME	
* MANDATORY						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

* Additional required reading may be assigned by placing an X in the applicable column of page 1, and/or identifying additional documents on page 2 and placing an X in applicable column.

AALA: As assigned by the Lead Assessor

Verified by: _____   Date: _____

ORGANIZATION PROCEDURE

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APPENDIX B
Statement of Qualification and Certification

RECORD OF LEAD AUDITOR QUALIFICATION	Name:	Date:

EMPLOYER:		

QUALIFICATION POINT REQUIREMENTS		CREDITS
Education - University/Degree Date	4 Credits Max.	_____
1. Undergraduate Level 2. Graduate Level		
Experience - Company/Dates	9 Credits Max.	_____

Technical (0-5 credits) and
  Nuclear Industry (0-1 credit), or
  Quality Assurance (0-2 credits), or
  Auditing (0-4 credits)		

Professional Accomplishment - Certificate/Date	2 Credits Max.	_____
1. P.E. 2. Society		
Management – Justification/Evaluator/Date	2 Credits Max.	_____
Explain		
Evaluated by: (Name and Title)	_____ Date	

Total Credits: _____

AUDIT COMMUNICATION SKILLS	
Evaluated by: (Name and Title) Date	_____

AUDIT TRAINING COURSES	

Course Title or Topic:
  1.
  2.
	Date

AUDIT PARTICIPATION		

	Location	Audit	Date
1			
2			
3			
4			
5			

EXAMINATION	PASSED	DATE:

AUDITOR QUALIFICATION CERTIFIED BY: (Signature and Title)					Date Certified
ANNUAL EVALUATION (Signature and Date)					

APPENDIX C
Summary of Assessment Participation

RECORD OF ASSESSMENT PARTICIPATION				
NAME:				
ASSESSMENT NO.	DATE OF ASSESSMENT	ORGANIZATION ASSESSED/ SUBJECT ASSESSED	ASSESS. PRO OR ASSESS. TEAM LEAD	CERTIFYING OFFICIAL INITIAL/DATE

Verified by: _____   Date _____

APPENDIX D
SQIG Lead Auditor Certificate

SQIG LEAD AUDITOR CERTIFICATE

This document certifies that

Has successfully completed the
SQIG Lead Auditor Training

On

Certified by:

Appendix I

Utilization Information

SQIG Utilization Data For
First Quarter Fiscal Year 2001
(October through December 2000)

SQIG Quarterly Utilization Data						
First Quarter Fiscal Year 2001						
Contractor	Savings($)	Costs($)	Number Reports Shared	Reports Actually used	Point Of Contact	MOU Signers
Honneywell FM&T - Kansas City Division, KCD	$0	$0	0	0	Lynn Barnes	No
ALW, Argone National Lab. West, ANL - W	$0	$0	0	0	Gary Winner	No
ANL, Argone National Lab.East, ANL - E	$0	$0	0	0	Paul wolf	No
Babcock & Wilcox of Ohio, Mound	$0	$0	0	0	Gary D. Carpenter	No
BN, Bechtel Nevada	$6,372	$900	9	2	Pat Mars	Yes
BNL, Brookheaven Nat. Lab	$0	$0	0	0	Steve Stein	Yes
Fluor Daniel - Hanford, FDH	$0	$175	7	0	Audrey Cooper	Yes
Fluor Daniel Fernald, FERMCO	$0	$0	0	0	Paul Pierson	Yes
Idaho National Engineering and Environmental Lab (INEEL), BWWI	$2,328	$86	1	1	Kevin Murphy	No
International Technology Inc., ITC	$19,687	$0	0	7	Steve Mergenmeier	Yes
Kaiser-Hill Rocky Flats, RFP	$5,063	$550	11	3	David Torczon	Yes
LBL, Lawrence Berekly Lab	$0	$0	0	0	Richard Arri	Yes
LLNL, Lawrence Livermore Nat. Lab.	$9,759	$0	0	3	Ronald B. Natali	Yes
University of Tennessee - Battelle	$0	$0	0	0	Kent D. Calfee	Yes
BWXT - Y-12	$8,343	$0	0	3	Tony Cannon	Yes
LANL, Los Alamos National Lab.	$4,898	$125	0	0	Steve Capelli	Yes
Mason & Hanger - Slias Mason Co. Inc., PX	$0	$750	5	0	Tony Vigil	Yes
Pacific Northwest Lab, PNL	$0	$100	2	0	K. E. Harrison	Yes
Princeton Plasma Physics Lab, PPPL	$0	$0	0	0	Frank Malinowski	No
Sandia National Lab, SNL	$0	$0	0	0	Nora Armijo	Yes
Spallation Neutron Source, SNS	$0	$0	0	0	William E. A. Palmer	No
WASTREN - Grand Junction Office	$0	$0	0	0	Donna Riddle	No
Weldon Spring Site, WS	$0	$0	0	0	Stephen P. Stumne	No
WVNS, West Valley Nuclear Services Company	$0	$0	0	0	Michael J. Sheridan	Yes
WSR, Westinghouse Savannah River Co.	$8,178	$200	2	3	J. Allen Fertic	Yes
WIPP, Westinghouse WIPP Project	$0	$0	0	0	John F. Gran	No
Totals	$64,628	$2,886	37	22		
Total DOE Contractors Reporting	16					
Total Participating in SQIG	26					
Percent Reporting Utilization Data	62%					
Net Cost Savings	$61,742					
Cost savings per report	$2,938					
Total MOU Signers	16					
MOU Signers Reporting Utilization Data	14					
Percent of MOU Signers reporting data	88%					
Total Number of Participating Contractors (Non MOU Signers)	10					
Number of Participating Contractors reporting Data	2					
Percentage of Non MOU Signers Reporting Data	20%					

SQIG Quarterly Utilization Data						
Fourth Quarter Fiscal Year 2000						
Contractor	Savings($)	Costs($)	Number Reports Shared	Reports Actually used	Point Of Contact	MOU Signers
Honneywell FM&T - Kansas City Division, KCD	$0	$0	0	0	Lynn Barnes	No
ALW, Argone National Lab. West, ANL - W	$0	$0	0	0	Gary Winner	No
ANL, Argone National Lab.East, ANL - E	$0	$0	0	0	Paul wolf	No
Babcock & Wilcox of Ohio, Mound	$0	$0	0	0	Gary D. Carpenter	No
BN, Bechtel Nevada	$5,435	$300	3	2	Pat Mars	Yes
BNL, Brookheaven Nat. Lab	$0	$0	0	0	Steve Stein	Yes
Fluor Daniel - Hanford, FDH	$0	$150	6	0	Audrey Cooper	Yes
Fluor Daniel Fernald, FERMCO	$0	$0	0	0	Paul Pierson	Yes
Idaho National Engineering and Environmental Lab (INEEL), BWWI	$0	$0	0	0	Kevin Murphy	No
International Technology Inc., ITC	$0	$0	0	0	Steve Mergenmeier	Yes
Kaiser-Hill Rocky Flats, RFP	$12,651	$350	7	4	David Torczon	Yes
LBL, Lawrence Berekly Lab	$0	$0	0	0	Richard Arri	Yes
LLNL, Lawrence Livermore Nat. Lab.	$0	$0	0	0	Ronald B. Natali	Yes
University of Tennessee - Battelle	$0	$0	0	0	Kent D. Calfee	Yes
BWXT - Y-12	$0	$0	1	0	Tony Cannon	Yes
LANL, Los Alamos National Lab.	$22,041	$50	2	9	Steve Capelli	Yes
Mason & Hanger - Slias Mason Co. Inc., PX	$0	$300	2	0	Tony Vigil	Yes
Pacific Northwest Lab, PNL	$0	$0	0	0	K. E. Harrison	Yes
Princeton Plasma Physics Lab, PPPL	$0	$0	0	0	Frank Malinowski	No
Sandia National Lab, SNL	$0	$0	0	0	Nora Armijo	Yes
Spallation Neutron Source, SNS	$0	$0	0	0	William E. A. Palmer	No
WASTREN - Grand Junction Office	$0	$0	0	0	Donna Riddle	No
Weldon Spring Site, WS	$0	$0	0	0	Stephen P. Stumne	No
WVNS, West Valley Nuclear Services Company	$0	$0	0	0	Michael J. Sheridan	Yes
WSR, Westinghouse Savannah River Co.	$6,120	$600	6	2	J. Allen Fertic	Yes
WIPP, Westinghouse WIPP Project	$0	$0	0	0	John F. Gran	No
Totals	$46,247	$1,750	27	17		

Total DOE Contractors Reporting	14
Total Participating in SQIG	26
Percent Reporting Utilization Data	54%
Net Cost Savings	$44,497
Cost savings per report	$2,720
Total MOU Signers	16
MOU Signers Reporting Utilization Data	13
Percent of MOU Signers reporting data	81%
Total Number of Participating Contractors (Non MOU Signers)	10
Number of Participating Contractors reporting Data	1
Percentage of Participating Members Reporting Data	10%

Fiscal year Quarter	Members Reporting SQIG Utilitization	Members Sharing Audits	Members Using Shared Audits
2Q-FY97	10	3	3
3Q-FY97	9	5	3
4Q-FY97	10	4	3
1Q-FY98	8	2	2
2Q-FY98	8	2	1
3Q-FY98	6	2	4
4Q-FY98	6	3	3
1Q-FY99	10	2	1
2Q-FY99	12	4	4
3Q-FY99	7	4	3
4Q-FY99	7	4	3
1Q-FY00	7	2	2
2Q-FY00	12	5	1
3Q-FY00	11	6	6
4Q-FY00	14	6	4
2Q-FY01	15	7	7

Fiscal year Quarter	Reported Cost Savings	Total Reported Cost	Net Cost Savings	Cost Savings per Report
2Q-FY97	$20,764	$4,239	$16,525	$1,836
3Q-FY97	$14,737	$530	$14,207	$3,552
4Q-FY97	$7,939	$2,701	$5,238	$1,047
1Q-FY98	$9,470	$300	$9,170	$4,585
2Q-FY98	$2,448	$5,750	-$3,302	-$3,302
3Q-FY98	$27,949	$2,250	$25,699	$3,671
4Q-FY98	$34,941	$750	$34,191	$3,882
1Q-FY99	$2,860	$2,135	$725	$725
2Q-FY99	$26,021	$525	$25,496	$3,717
3Q-FY99	$29,324	$16,345	$12,979	$2,444
4Q-FY99	$21,749	$1,400	$20,349	$2,417
1Q-FY00	$6,617	$3,905	$2,712	$1,323
2Q-FY00	$4,947	$1,100	$3,847	$4,947
3Q-FY00	$32,331	$1,475	$30,586	$2,939
4Q-FY00	$43,247	$1,750	$44,497	$2,720
1Q-FY01	$64,628	$2,886	$61,742	$2,938

Fiscal year Quarter	Number of Reports Shared	Number of Reports actually Used
2Q-FY97	8	9
3Q-FY97	14	4
4Q-FY97	15	5
1Q-FY98	3	2
2Q-FY98	7	1
3Q-FY98	3	7
4Q-FY98	13	9
1Q-FY99	5	1
2Q-FY99	8	7
3Q-FY99	10	12
4Q-FY99	16	9
1Q-FY00	11	5
2Q-FY00	22	1
3Q-FY00	20	11
4Q-FY00	27	17
1Q-FY01	37	22

Appendix J

Copy of the New SQIG Management Plan

SUPPLIER QUALITY INFORMATION GROUP
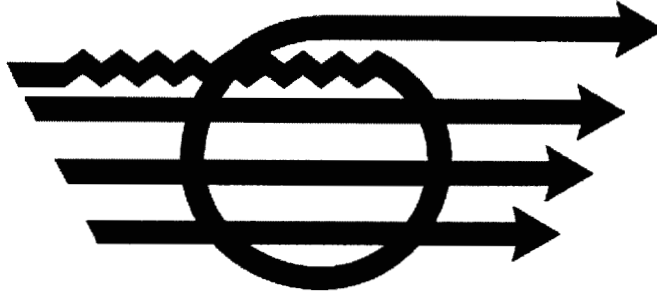
SQIG ORGANIZATION

Title: **SQIG MANAGEMENT PLAN**	**Page 1 of 11**
Number: **SQIG-MP-001**	Revision Number: **0**

Document Control Information

ATTENTION

The attached document was obtained from the SQIG *Website* and may be used to perform work.

The controlled copy of this document resides on the *SQIG Website*. The copy printed from the Internet is not controlled. Users of documents printed from the Internet are personally responsible for ensuring that the most current version is used to perform work. Do not retain the printed copy to perform future work without first verifying that it is the most current version. The most current version is on the Internet.

The record copy of this document is filed with the SQIG Document Control Coordinator

Responsible Organization: **SQIG Steering Committee**

Signature Approval:

_____   _____

SQIG Chair   Date

1.0   FORWARD

1.1   SQIG shares supplier evaluation data and exchanges information and ideas that promote excellence in all aspects of supplier quality activities.

1.2   The SQIG Management Plan describes the Quality System implemented at SQIG.

1.3   The objective of the Quality System is to provide internal quality assurance (QA) guidance to SQIG members. This guidance allows SQIG to operate under a standardized quality management system. The SQIG Management Plan outlines purpose, policies, organization, responsibilities, and operations related to ensuring high quality performance in all SQIG activities.

1.4   It is SQIG's Policy to provide full compliance with this Quality System.

1.5   The System outlined in this Management Plan and support procedures, is designed and developed to provide compliance with applicable portions of ASME NQA-1

2.0   AMENDMENT PROCEDURE

2.1   The SQIG Management Plan shall be amended to reflect any changes to SQIG's operations or Quality System.

2.2   When a single SQIG Management Plan amendment affects fifty percent, (50%), or more of the Plan content, or when a maximum of ten, (10), amendments are exceeded, the SQIG Management Plan shall be re-issued.

2.3   The Chair/Co-Chair is responsible for maintenance of the SQIG Management Plan as described in this section and for reviewing the Plan annually.

3.0   VISION, MISSION, AND GOALS

3.1   Vision:

To provide a means for sharing experience, lowering stakeholder cost and promoting excellence in supplier assessment and quality activities.

ORGANIZATION PROCEDURE

Title: **SQIG MANAGEMENT PLAN**	**Page 3 of 11**
Number: **SQIG-MP-001**	Revision Number: **0**

3.2   **Mission:**

To be the preferred source of information on supplier quality used by the Department of Energy (DOE) and its contractors.

3.3   **Goals:**

- ✍ To reduce costs for DOE and its contractors by sharing information on supplier quality.
- ✍ To minimize the burden to suppliers by sharing supplier quality information
- ✍ To continuously improve quality information between DOE and its contractors (e.g. Quality Assurance Working Group, Contractors Purchasing Council, Technical Standards Program Office).
- ✍ To attain the active participation of contractors throughout the DOE complex.

4.0   ORGANIZATION

4.1   Participation in SQIG is voluntary and open to DOE and its contractors. The SQIG information is used solely by the SQIG membership to support DOE-funded work, and contractors to support non-government funded activities may not use it whole, or in part. Membership is established by commitment to the policies and requirements defined in this plan and by signing a Memorandum of Understanding (MOU), attachment No. 1. ✍Participating Contractors include both members and participants (non-members who have not signed the MOU).

4.2   Each member organization shall have one vote on all issues brought before the membership. All issues brought to a vote, except for revisions to the Management Plan, shall be decided by a majority of the membership in attendance.

4.3   The SQIG organization shall be governed by a Steering Committee that consists of a Chair, Co-Chair, Secretary, six Directors, and a Database Administrator. These positions shall be elected every two years by a majority vote of the membership in attendance. Should any member of the Steering committee resign, the position can be filled by an ad hoc election by the membership, or an election at the next meeting.

4.4   The SQIG functions as a subgroup of the DOE Quality Assurance Working Group

5.0   RESPONSIBILITIES

5.1   A SQIG general meeting shall be held annually, as a minimum; the location, host, and agenda will be determined by the SQIG Steering Committee and details distributed to the membership. The frequency of meeting of the Steering Committee and designated working groups shall be determined by the individual groups, based on their task assignment(s) and the significance of the working group's agenda.

5.2   Each contractor participating in SQIG is responsible for developing, implementing, and maintaining a supplier evaluation program. The program shall meet the requirements of DOE Order 414.1A Quality Assurance, 10 CFR 830.120 Quality Assurance. The program shall be implemented through and accepted industry standard such as NQA-1, ISO 9000, QC-1 or other accepted national quality standards.

5.3   The Steering Committee and working groups are responsible for formulating new concepts, plans, common procedures, or changes to the existing programs. It is the responsibility of each member to support and participate in these activities. If appointed to a committee or working group, the contractor representatives shall be responsible for supporting their work.

6.0   ROLES AND RESPONSIBILITIES OF THE STEERING COMMITTEE

6.1   Chairman/Co-Chair:

 - Presides over SQIG meetings
 - Approves SQIG management plan and procedures

6.2   Directors:

 - Direct Committees
 - Organize and direct working groups
 - Maintain Management plan and SQIG procedures
 - Perform Management reviews and assessments

                ✍   Train members

                ✍   Participate on Steering Committee

6.3   Secretary:

                ✍   Records minutes of the meetings

                ✍   Distributes and reads the minutes of the meeting

                ✍   Maintains SQIG records

6.4   Database Administrator

                ✍   Maintains the SQIG Database

                ✍   Maintains utilization data

                ✍   Administers list server

7.0   DOCUMENT CONTROL

7.1   Procedures are established to control and maintain the issue, distribution and changes of all documentation classified as being essential to the accomplishment of SQIG objectives.

8.0   TRAINING

8.1   Training of new and existing members on SQIG operations is performed during SQIG meetings. This is defined in the SQIG training procedure and is documented in training files.

8.2   Personnel performing supplier evaluations that are intended for inclusion into the SQIG database, shall meet the training, qualification and certification requirement(s) for assessor/lead assessor defined in SQIG procedure for Qualification and Certification of Assessment Personnel.

9.0   PROCUREMENT

9.1   At this time SQIG does not procure items and services.

10.0   CONTROL OF PROCESSES

10.1   Documented procedures that define the operational processes of SQIG are used to ensure the consistency of the SQIG's product. Where instructions are not applicable or practical, quality and consistency are ensured through documented

training. Strategic planning for SQIG is discussed at the SQIG meetings. This SQIG Steering Committee organizes and directs working groups to develop and formulate new ideas, plans, projects and procedures. SQIG members are encouraged to participate in various SQIG working groups.

10.2   The following approved operational procedures/documents are used to standardize our methods of operation:

- Supplier Evaluation Package/Request for Supplier Evaluation
- Database Entry
- Supplier Evaluation Schedule
- SQIG Utilization Data
- DOE Technical Standards Topical Committee
- Code of Ethics
- Strategic Planning
- Conducting Meetings
- Developing Working Groups
- Conference Calls
- Quality Improvement

11.0   ASSESSMENTS

11.1   SQIG maintains documented procedures for planning and implementing internal quality audits to verify whether the quality activities and related results comply with planned arrangements and to determine the effectiveness of the quality program.

12.0   CORRECTIVE ACTION

12.1   SQIG maintains documented procedures or implementing corrective and preventive action. Processes are also established and implemented to detect and prevent quality problems and to ensure quality improvement.

13.0   RECORDS

13.1   SQIG maintains documented procedures for identification, collection, indexing, access, filing, storage, maintenance and disposition of quality records. Quality records are maintained to demonstrate conformance and effectiveness of the Management System. All quality records shall be legible and shall be stored in such a way that they are readily retrievable in facilities that provide a suitable environment to prevent damage or deterioration to prevent loss. Retention times of quality records shall be established and recorded.

14.0   DEFINITIONS

14.1   **Assessment/Audit/Evaluation**. A documented activity performed in accordance with the written procedures or checklists to verify by investigation, examination, and evaluation of objective evidence, the adequacy of and compliance with established procedures, instructions, drawings, and other applicable documents; also, verify the effectiveness of implementation. This should not be confused with surveillance of inspection activities performed for the sole purpose of process control or product acceptance.

14.2   **Assessor**. Any individual in the organization who performs any portion of an assessment includes Lead Auditors, technical specialists, and others, such as management representatives and auditors in training.

14.3   **Certifying Official.** The individual in the SQIG organization responsible for certifying the LAs.

14.4   **Change Notice.** A form that expedites a significant change, corrects a procedural error or inadequacy, or cancels a document. A document shall be revised immediately upon the fifth Change Notice. Change Notice forms is issued for all levels of publications and is controlled documents. Change Notices herein apply only to changes to the documents within the scope of this procedure since other unique change vehicles exist for changing other types of documents, such as drawings. The person who has signature authority for the document being changed approves the change notice.

14.5   **Checklist.** A listing of documents or questions that identify each element or area the evaluation is intended to address.

14.6   **Controlled Document.** Any document for which distribution and status are to be kept by the issuer in order to assure that authorized holders or users of the document have available the most up-to-date version for accomplishment of work action.

14.7   **Corrective Action.** Measures taken to resolve conditions adverse to quality and, where necessary to preclude recurrence.

14.8   **Data Base Administrator.** The data base administrator is the functional, program, or project manager who is ultimately responsible for the data created

and maintained to support the business processes for which the data owner has oversight.

14.9   **Data User.** The data user is anyone who has access to data that are managed by SQIG.

14.10   **DeskTop Assessment.** A desktop assessment is the evaluation of the QA documentation only, which results in two types of DeskTop assessments.
- First type of desktop assessment is performed when assessing a first time supplier. The assessment is performed by doing an adequacy check between the supplier's QA Program and the selected the QA standard (i.e. ISO 9000, NQA-1) and the current DOE QA Order (DOE 414.1A).
- Second type of desktop assessment is performed when doing a historical assessment of an existing supplier. The assessor will still perform the adequacy check between the supplier's QA Program and the selected QA standard and the current DOE QA Order, but will also include a review of the supplier's performance. Objective evidence that other DOE subcontractor agencies have performed audits to the subject requirements.

14.11   **Document.** Recorded information that describes, specifies, reports, certifies, requires, or provides data or results. It includes both current or working documents and historical records. This consists of written or printed information (procedures, manuals records, etc.); electronic media (such as word processor files and computer databases).

14.12   **Electronic Form.** An image that has been electronically generated and/or stored and which is accessed for electronic fill-in, transmission, and/or printing.

14.13   **Electronic Mail Message (e-mail).** A document created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments such as transmitted with the message.

14.14   **Finding.** The documented result of an evaluation that identifies a noncompliance in sufficient detail to enable corrective action to be taken by the evaluated organization. Findings must be supported by a specific example or examples and have a direct correlation with a direct requirement.

14.15   **Joint Audit.** A supplier audit, which is 1) scheduled in advance as such, 2) conducted by representatives of two or more SQIG members and 3) distributed to the SQIG membership if requested upon acceptance by the SQIG Compliance committee.

14.16   **Implementing Documents.** Provides documented work practices as to how work is performed to meet the intent of applicable standards. Implementing documents integrate safety, efficiency, and effectively into the work practices.

14.17   **Independent Assessment.** An assessment performed by a qualified individual or team that is not affiliated with the organization directly performing the work.

14.18   **Indoctrination Training.** Conducted to familiarize employees with information, which will assist them in performing their work assignments. May involve reading, briefings, conference classroom instruction, or similar activities.

14.19   **Lead Assessor (LA).** A person certified as a LA who is responsible for organizing, directing, and coordinating the conduct of an assessment; reporting findings and observations; issuing the assessment report; and evaluating the adequacy of responses.

14.20   **Objective Evidence.** Any documented statement of fact, other information, or record, either quantitative or qualitative, pertaining to the quality of an item or activity, based on interviews, observations, measurements, or tests, which can be verified.

14.21   **Observation.** Any condition identified during the evaluation that is not clearly a requirement violation, but does indicate a weakness in the supplier's QA program.

14.21   **Personnel Qualifications.** The characteristics or abilities gained through education, training, or experience as measured against established requirements, such as standards or tests that qualify an individual to perform a required function.

14.22   **Plan.** A goal or group of goals, which document an intended path of completion. Plans contain objectives, approaches to be taken, requirements or commitments, and may contain a starting date, ending date, and duration. Plans formulate a scheme for attaining a desired end result. Plans may be audited for conformance to company policy.

14.23   **Policy.** Communicates the highest level of core management values to provide a course or method of action for guiding present and future decisions by SQIG members.

14.24   **Pre-Award Survey.** An assessment/audit performed at the supplier's facility prior to contract award to assess the supplier's quality system capability against specified project quality assurance program requirements.

14.25   **Quality Management Program.** The documented description of all those planned and systematic actions necessary to provide adequate confidence that a structure, system, or component will perform satisfactorily in service.

14.26   **Quality System.** The organizational structure, responsibilities, procedures, processes, and resources for implementing quality arrangements.

14.27   **Records.** Contains information that is retained for its expected future value. Records should be sufficient to support technical and regulatory decisions. Records include all books, papers, maps, photographs, machine-readable materials, or other documentary material, regardless of physical form or characteristics, made or received by the United States Government under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the informational value of data in them.

14.28   **Relevant Workplace Experience**. Documented workplace experience that gives the practical knowledge of a field that is necessary to effectively assess systems in that field and that have been verified as part of employment screening.

14.29   **Scope of Work.** A technical document in subcontract or technical services agreement that describes what is to be provided to and requirements affecting the manner in which it is provided. The description can comprise details such as model or catalog numbers, quantities, tasks to be accomplished, schedule requirements, and special qualifications needed.

14.30   **Shared Audit.** An audit which is 1) not designated as a Joint Audit, 2) normally conducted by representative(s) of a single SQIG member, and 3) made available to the SQIG membership by posting on the SQIG database and by distribution to members upon request.

14.31   **Specification.** Specifies detailed, precise acceptance criteria for items, material, products, or services. It is a revision-controlled design document that sets forth requirements as needed to procure services, materials, or equipment from suppliers, establish design criteria, or provide instructions to satisfy established requirements.

14.32   **SQIG Memorandum of Understanding.** This is a memorandum to set forth a basic agreement between the requesting contractor and DOE Contractors Supplier Quality Information Group (SQIG).

14.33   **Supplier.** Any individual or organization that furnishes items or services in accordance with a procurement document. An all-inclusive term used in place of any of the following: vendor, seller, contractor, subcontractor, fabricator, consultant, and their sub-tier levels.

14.34   **Supplier Audit.** An audit conducted at the facilities of a supplier or prospective supplier. This term includes ongoing audits of present suppliers as well as pre-award surveys of prospective suppliers.

14.35   **SQIG Database.** The database of evaluated suppliers and scheduled evaluations submitted by the participating members.

14.36   **Surveillance.** Monitoring or observing an activity in order to determine whether the activity is performed in accordance with applicable procedures and/or other requirements.

14.37   **Technical Specialist.** An individual subject matter expert (SME), and/or technical representative who are assigned to support the assessment team to evaluate the technical accuracy and appropriateness of a particular area or function.

Appendix K

SWB BOA's

BASIC ORDERING AGREEMENTS (BOA)

NATIONAL TRU WASTE PROGRAM

BIG PICTURE

➤ MR. DAVE HEIZINGA, DOE DEPUTY ASSISTANT SECRETARY OF ENERGY, OFFICE OF SITE INTEGRATION

➤ DOE/AL AND CBFO COORDINATORS FOR DOE

➤ DOE CBFO – CENTRALIZED AND LEVERAGED PROCUREMENT

➤ COMPLIES WITH SECRETARY OF ENERGY INITIATIVE

BASIC ORDERING AGREEMENTS (BOA)

NATIONAL TRU WASTE PROGRAM

TECHNICAL

- ➤ WESTINGHOUSE WIPP DESIGN – DOT 7A CONTAINERS

- ➤ SHIPMENT OF TRU WASTE – WASTE GENERATOR SITES

- ➤ STANDARD SHIPPING CONTAINERS – TRUPACT II SARP DRIVEN

BASIC ORDERING AGREEMENTS (BOA)

NATIONAL TRU WASTE PROGRAM

SUPPLIER SELECTION

➢ QSL SUPPLIER

➢ AUDITED BY WTS TO NQA-1

➢ PROCUREMENT (12 FIRMS SOLICITED)

-BPO 3265 TOOLING - IDEAL MACHINE & MFG. (SB)

-BPO 32651 TEN DRUM OVERPACK – PETERSEN, INC.(SB)

-BPO 32653 STANDARD WASTE BOX – PETERSEN, INC. (SB)

BASIC ORDERING AGREEMENTS (BOA)

NATIONAL TRU WASTE PROGRAM

BOA PROCESS

- ➤ PAAA PROVISIONS

- ➤ USER SITES ESTABLISH REQUIREMENTS - IWO FUNDS TRANSFER / WTS ISSUES DELIVER ORDER

- ➤ SUPPLIER DEVELOPS PROJECT PLAN / SCHEDULE

- ➤ WTS PROVIDES TECHNICAL & QA OVERSIGHT

BASIC ORDERING AGREEMENTS (BOA)

NATIONAL TRU WASTE PROGRAM

BOA PROCESS Cont.

➢ QA DATA PACKAGE – WITH SHIPMENT

➢ RECEIPT INSPECTION & ACCEPTANCE GENERATOR SITES

➢ WTS PAYMENT

BASIC ORDERING AGREEMENTS (BOA)

NATIONAL TRU WASTE PROGRAM

WHY ICPT?

➤ MATURE DOE ENDORSED PROCUREMENT PROCESS

➤ STANDARD PROCUREMENT METHODOLOGY

➤ LEVERAGED PURCHASING

➤ PRICING / COST SAVINGS

BASIC ORDERING AGREEMENTS (BOA)

NATIONAL TRU WASTE PROGRAM

PATH FORWARD

➤ DOE –HQ WIDE INITIATIVE

➤ ICPT SUPPORT – SPONSORED BY STEVE ABBOTT (INEEL)

➤ SQIG RECOGNITION

Westinghouse

Government Services Group

CO:00:02122.1
UFC:1000.00

August 24, 2000

Mr. Joe D'Amelio, WSRC
PO Box A, SRS Bldg. 724-35E
Aiken, SC 29802

Subject: CENTRALIZED PROCUREMENT OF WIPP RELATED ITEMS

Reference: 1. BOA 3265 - IDEAL MACHINE, TOOLING FIXTURES
              2. BOA 32651 - PETERSEN, INC., TEN DRUM OVER PACK (TDOP)
              3. BOA 32652 - WESTINGHOUSE EPD DIVISION STANDARD
                   WASTE BOX (SWB)

Dear Mr. D'Amelio:

Westinghouse Government Environmental Services/Waste Isolation Division WGES/WID, under the direction of the U.S. Department of Energy (DOE), has issued the above referenced BOAs. The agreements were entered into with the specific purpose of having a common method to procure standard items used in packaging and shipment of waste from multiple DOE waste generator sites to the Waste Isolation Pilot Project (WIPP) in Carlsbad, New Mexico.

By centralizing the procurement process for these items, user sites are the beneficiaries of the following:

- A single point of contact during the entire procurement cycle
- Unique site requirements for identical items are eliminated
- A single set of terms and conditions
- Quality Assurance oversight provided by WGES/WID
- Waste generator sites will all be utilizing standard items
- Consolidation of orders result in lower acquisition costs (economies of scale)
- Reduced travel costs
- Efficient use of procurement and QA staff members
- Enables greater seller efficiencies for assembly, fabrication, and testing processes
- Will allow site to site borrowing or transfer of SWBs, TDOPs, and associated tooling in emergencies

WGES/WID has developed some topic items that should be of interest to the DOE user sites, which include:

TECHNICAL TOPICS

1. Current BOAs include drawings and specifications for the following 5 items:
   - ➤ Adjustable Center of Gravity Lift Fixture
   - ➤ Ten Drum Over Pack Lift Fixture Adapter
   - ➤ Standard Waste Box Lift Fixture Adapter
   - ➤ Ten Drum Over Pack
   - ➤ Standard Waste Box
2. WGES/WID is responsible for maintaining Configuration Management for applicable drawings and specifications.
3. WGES/WID is the point of contact for technical issues generated by Ordering Entity.

FINANCIAL TOPICS

1. MPOs with the generator site(s) must be in place along with source funding identified prior to any Delivery Orders being placed on behalf of the generator site(s) (this is a DOE/CFO requirement).
2. Ordering Entities should provide an estimate of their financial needs for the year (e.g. 200 SWBs @ $1500 = $300k) so that financial plan transfers between the DOE-AL Field Office and the Ordering Entity's field office can be done on an annual basis for the total estimated need rather than per order.

QUALITY ASSURANCE TOPICS

BOA Suppliers for Centralized Procurement activities were evaluated and placed on the WGES/WID Qualified Supplier's List (QSL). In addition to the inspections and quality assurance oversight performed by each of the BOA Suppliers in accordance with their approved quality assurance programs, WGES/WID QA will also conduct an oversight program which includes the following:

1. Pre-production Submittal Reviews and Approvals: WGES/WID will review BOA Supplier's test plans and procedures for compliance to the design specifications. This includes, but is not limited to, welding and riveting processes and qualifications, control of measuring and test equipment, and non-destructive examination. Oversight of BOA Supplier's control of materials and fabricated items will be performed through review and approval of fabrication travelers.
2. First Article Inspections: First article inspections will be performed to determine the adequacy and acceptability of the fabrication process. These inspections consist of review of data packages, performance of inspections and testing on the first article produced.

3. Production Inspections: Production inspections are similar to first article inspections but are performed on random samples selected during fabrication to verify that the processes remain in control and items produced continue to meet the requirement of the specification.
4. Final Source Inspections: WGES/WID performs detailed final source inspections on items produced including, but not limited to, weld examination, leak testing and load testing as required by the design specifications.
5. WGES/WID also provides recommended receipt inspection criteria to user sites to assist them in establishing their receipt inspection processes.

PROCUREMENT TOPICS

1. The Ordering Entity is responsible for preparation of internal purchase requisitions.
2. The Ordering Entity shall provide Memorandum Purchase Order(s) (MPO) to WGES/WID for the required article(s).
3. The Ordering Entity shall send fully funded MPO(s), including the desired delivery schedule, to WGES/WID.
4. Funding levels should be calculated from the BOA Price Schedule(s).
5. WGES/WID will issue a Delivery Order to the respective BOA supplier(s) upon receipt of an acceptable MPO.
6. The BOA supplier(s) submit a Project Plan detailing the manufacturing process, inspection/hold points, and test requirements to WGES/WID.
7. WGES/WID will review and approve the Project Plan(s) and delivery schedule(s) and provide the Ordering Entity a copy of the final version.
8. WGES/WID will provide monthly status reports through completion of Delivery Order.
9. All communications, including post delivery issues such as warranty, technical, or QA topics, shall be with WGES/WID.
10. Ordering entities QA visits with the BOA Supplier shall be coordinated through WGES/WID QA and must be associated with hold/inspection points shown on project plans.
11. A final inspection report will be completed prior to shipment. Procurement will issue an "Authorization to Ship" with a copy to the Ordering Entity upon receipt of approval by QA.
12. Shipments will be "F.O.B. Destination, Freight Prepaid and Added."
13. The Ordering Entity shall fax a copy of the Packing List to WGES/WID's Material Control Department once their final receipt inspection is complete.

RECORDS

1. Final QA data packages will be provided with each shipment.
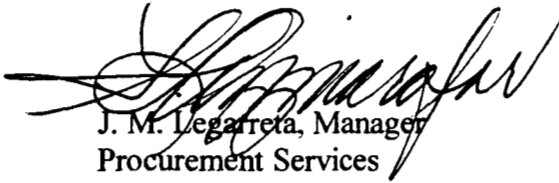2. Record retention shall be the responsibility of the Ordering Entity.

WGES/WID POINTS OF CONTACT

Procurement
J. A. (Art) Salazar, Senior Procurement Specialist
P. O. Box 2078
Carlsbad, NM 88221-2078
Phone: (505) 234-7232
Fax: (505) 234-7051
E-mail salazaa@wipp.carlsbad.nm.us

Mark Edwards, Procurement Specialist
Phone: (505) 234-7544
Fax: (505) 234-7051
E-mail edwardm@wipp.carlsbad.nm.us

Finance/Accounting
Cathy Lees, Team Lead
Financial Accounting
Phone: (505) 234-7286
Fax: (505) 234-7080
E-mail leesc@wipp.carlsbad.nm.us

Material Control
Ann Morissette, Material Control
Phone: (505) 234-8284
Fax: (505) 887-1997
E-mail morissa@wipp.carlsbad.nm.us

Quality Assurance
Martin Navarrete, QA Assistant Assessment Analyst
Phone: (505) 234-8059
Fax: (505) 234-6016
E-mail navarrm@wipp.carlsbad.nm.us

Price Anderson
Amendment Act
Jon E. Hoff, QA Specialist/Price-Anderson Coordinator
Phone: (505) 234-8403
Fax: (505) 887-0271
E-mail hoffj@wipp.carlsbad.nm.us

Technical
Representative
Gerald Woolsey, National TRU Programs
Phone: (505) 234-7581
Fax: (505) 234-7056
E-mail woolseg@wipp.carlsbad.nm.us
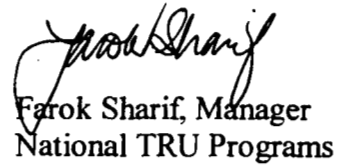
Please provide a list of counterparts for the above listed disciplines to facilitate the communication process.

WGES/WID is pleased to provide these services to the generator sites and plans to add items to this list as the program matures. We welcome your order and look forward to working with you on this endeavor.

Sincerely,

J. M. Legarreta, Manager
Procurement Services

Farok Sharif, Manager
National TRU Programs

SA:gz

cc: M. Italiano, CAO
        B. Stroud, CAO
        K. Watson, CAO

bcc: <u>WID Distribution</u>

J. A. (Art) Salazar	GSA-207	C. M. Lees	GSA-206
M. Edwards	GSA-207	A. L. Morissette	MS 453-10
M. L. Caviness	GSA-211	M. P. Navarrete	MS 451-27
J. J. Cotton	GSA-211	G. Woolsey	GSA-211
J. E. Hoff	MS 451-27		

Mr. Tom Monk, Bechtel BWXT
PO Box 1625
Idaho Falls, ID 83415-3940

Mr.Jerry O'Leary, Kaiser Hill
10808 Hwy. 93, Unit B, Bldg. T130J
Golden, CO 80402-8200

Ms. Cindy Rock, ANL-E
9700 S. Cass Avenue
Argonne, IL 60439

Ms. Pamela Rogers, LANL
PO Box 1663, MS E-517
Los Alamos, NM 87545

Mr. Dennis Kneff, Boeing
PO Box 7922, MS T038
Canoga Park, CA 91309-7922

Mr.Kem Hainebach
PO Box 808, L-546
Livermore, CA 94551-0808

Mr. Jim Eide, BCL
505 King Avenue
Columbus, OH 43201-2693

Mr. Ken Guay
PO Box 4699
Oak Ridge, TN 37831

Mr. Bryan Roy, Foster Wheeler
111 Union Valley Road
Oak Ridge, TN 37830

Mr. Joe D'Amelio, WSRC
PO Box A, SRS Bldg. 724-35E
Aiken, SC 29802

Mr. Paul Crane, WMH
PO Box 700, MS T4-05
Richland, WA 99352

United States Government   **Department of Energy**

●memorandum
Carlsbad Field Office
Carlsbad, New Mexico   88221

DATE: December 13, 2000

REPLY TO
ATTN OF: CBFO:NTP:MI:VW:00-1420:UFC:4200

SUBJECT: Centralized Procurement of WIPP Related Items
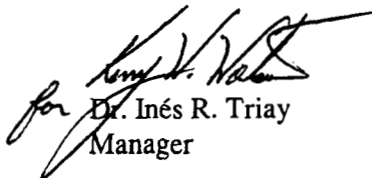
TO: Distribution

The Carlsbad Field Office has recently instituted a program of centralized procurement through the WIPP M&O contractor. The objective of centralized procurement is to provide a common method to procure standard items used in packaging and handling of transuranic waste destined for the Waste Isolation Pilot Plant. By centralizing the procurement process, user sites benefit from the following:

- single point of contact during the entire procurement cycle
- unique site requirements for identical items are eliminated
- single set of terms and conditions
- Quality Assurance (QA) oversight provided by Westinghouse Government Environmental Services/Waste Isolation Division (WGES/WID)
- consolidation of orders result in lower acquisition costs
- reduced travel costs
- efficient use of procurement and QA staff members
- enables greater seller efficiencies for assembly, fabrication, and testing processes resulting in lower per unit costs.

WGES/WID has issued Basic Ordering Agreements (BOAs) for the purpose of meeting the objective. An integrated project team is in place for executing and controlling the process. Standard items can be ordered on an as-needed basis. Per the BOAs, sites are entitled to purchase standard items at competitive fixed prices. The WGES/WID is the intermediary in the process and actually places orders for each user site. The WGES/WID provides for the quality and conformance to design until the item is complete and tested in accordance with fabrication specifications and drawings. At the time the item is shipped, the receiving site assumes ownership and responsibility.

Currently, there are five standardized items. They are the Standard Waste Box (SWB), Ten Drum Overpack (TDOP), Adjustable Center-of-Gravity Lift Fixture (ACGLF), SWB Lift Fixture Adapter, and TDOP Lift Fixture Adapter. In the future, more items will be phased in. The designated point of contact for this program is Gerry Woolsey at 505-234-7581 and, as an alternate, Art Salazar at 505-234-7232.

In the interest of economy and efficiency, please afford yourself every opportunity to use our new service.

for   Dr. Inés R. Triay
Manager

cc:
Barbara Smith, CBFO
Kerry Watson, CBFO
John VandeKraats, CBFO
Marc Italiano, CBFO ~~Marc Italiano, CBFO~~ (Greg'
Sam Vega, CBFO
Philip Altomore, DOE-HQ
Dan Kaiser, Ames Laboratory
Cindy Rock, ANL-E
Dennis Kneff, ETEC
Gale Molene, LBL
Kem Hainebach, LLNL
Derek, Pickett, MURR
Jim Eide, BCL
William Franz, Mound
Robert Hale, BAPL, KAPL
D. Kuehn, PGDP
Derek Cornette, USAMC
George Conover, NTS
Paul Crane, WMH
Gary Allen,
Bryan Roy, Foster Wheeler
Jerry O'Leary, RMRS
Joe D'Amelio, WSRC
Tom Monk, BWXT

Sorry I Forgot you on the cc list

grant

Distribution:
Andrew Gabel, DOE-CH
Robert Kong, DOE-OAK
Tom Baillieul, CEMP
Frank Schmaltz, DOE-MEMP
S. R. Seepo, DOE-Schenectady Naval Reactors Office
Angela Colarusso, DOE-NV
Mark French, DOE-RL
James Nunz, DOE-LANL
Gary Riner, DOE-Oak Ridge
Lam Xuan, DOE-RFFO
Dale Ormond, DOE-SRS
Jerry Wells, DOE-INEEL

ATTACHMENT B
BASIC ORDERING AGREEMENT
BOA 32653

PRICING SCHEDULE

BASE PERIOD

ITEM	DESCRIPTION	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE
1	Standard Waste Box (SWB)	1 to 20	$ 4,420	21-50	$ 4,199	51-100	$ 4,089	101-200	$ 3,757	201-400	$ 3,094	401-500	$ 2,763	501-1000	$ 2,431	>1,000	$ 2,210
2	SWB Tooling (1 lot)																$ 100,000

OPTION YEAR 1

1.02 ITEM	DESCRIPTION	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE
1	Standard Waste Box (SWB)	1 to 20	$ 4,508	21-50	$ 4,283	51-100	$ 4,171	101-200	$ 3,832	201-400	$ 3,156	401-500	$ 2,818	501-1000	$ 2,480	>1,000	$ 2,254

OPTION YEAR 2

1.02 ITEM	DESCRIPTION	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE
1	Standard Waste Box (SWB)	1 to 20	$ 4,599	21-50	$ 4,369	51-100	$ 4,254	101-200	$ 3,909	201-400	$ 3,219	401-500	$ 2,875	501-1000	$ 2,529	>1,000	$ 2,299

OPTION YEAR 3

1.02 ITEM	DESCRIPTION	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE
1	Standard Waste Box (SWB)	1 to 20	$ 4,691	21-50	$ 4,456	51-100	$ 4,339	101-200	$ 3,987	201-400	$ 3,283	401-500	$ 2,932	501-1000	$ 2,580	>1,000	$ 2,345

OPTION YEAR 4

1.02 ITEM	DESCRIPTION	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE	QTY./EA.	UNIT PRICE
1	Standard Waste Box (SWB)	1 to 20	$ 4,784	21-50	$ 4,545	51-100	$ 4,426	101-200	$ 4,067	201-400	$ 3,349	401-500	$ 2,991	501-1000	$ 2,631	>1,000	$ 2,392

Appendix L

New Supplier Data Entry Form

SQIG Supplier Input Form

DOE Contractor Code: [ANL-E | Argonne National Laboratory, East ▼]

Name of Supplier: [   ]

Date of Evaluation: [   ]

Address: [   ]

City: [   ]

State: [   ]

Zip Code: [   ]

Company Contact: [   ]

Phone Number: [   ]

Fax Number: [   ]

Socioeconomic Status: [▼]

Products provided at this facility: [   ]

Products federal stock code number: [0000-0000 Unassigned or other   ]

Evaluation Information: [▼]

Audit Type: ○ Member Audit ○ Joint Audit

Was the audit team lead by a certified lead auditor: ○ Yes ○ No

Supplier's quality standard: [10 CFR 830.120 | PAAA Quality Requirements, Rule ▼]

[   ]

DOE Contractor's audit basis: [10 CFR 830.120 | PAAA Quality Requirements, Rule ▼]

[   ]

[Reset] [Submit]